**FROM: PAUL McKINNEY Ref: I/C 35/24**

**DATE: 14 JUNE 2024**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for EDUCATION (DE)**

**[Tackling Educational Disadvantage Team]**

**Community Engagement Officers**

**(8 POST AVAILABLE)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities and ask that you consider bringing them to the attention of staff in your organisation who would be eligible to apply. Full details are also available on the Interchange Website.

Eligibility

1. These opportunity are aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. DE will meet the salary costs and associated allowances for the roles and the salary will be within the NICS Deputy Principal scale of £42,315 - £45,315.

Duration

1. Secondment – for two years with the possibility of an extension, subject to the agreement from all parties.
2. Location

The Department of Education is based at Rathgael House, Bangor, however, these secondments will be based at various locations across NI, with hybrid working arrangement also available.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 28 June 2024;** otherwise I will assume a nil return.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further Information

1. Please contact please contact Dale Heaney by email by email at: [dale.heaney@education-ni.gov.uk](mailto:dale.heaney@education-ni.gov.uk) or by Tel on: 028 912 79402.

**Paul McKinney**

**Interchange Secretariat**