**FROM: PAUL McKINNEY Ref: I/C 36/24**

**DATE: 14 JUNE 2024**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for EDUCATION (DE)**

**[Raising Aspiration, Supporting Learning Empowering Improvement]**

**Communications and Community Engagement Lead**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it 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. This opportunity is aimed at individuals at senior 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 Grade 7 range of £55,207 - £59,059.

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, DE HQ is based in Rathgael House however the successful candidate is likely to be required to travel to localities across Northern Ireland where the programme will be operating.

The successful candidate should have access to a suitable form of transport.

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 Peter Hutchinson by email at: peter.hutchinson@education-ni.gov.uk or on Tel: 028 9185 8022.

**Paul McKinney**

**Interchange Secretariat**