**FROM: PAUL MCKINNEY Ref: I/C 39/24**

**DATE: 20 JUNE 2024**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**The Education authority (EA)**

**occupational therapists (x3)**

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. It is also available on the Interchange Website.

Eligibility

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

Salary

1. The successful candidate will move at their current salary and salary and The EA will meet salary costs and any associated expenses. .

Duration

1. It is expected the posts will last until June 2025 with the possibility of an extension, subject to the agreement of all parties.

Location

1. The posts are Regional and locality base will be determined on appointment. Agile working arrangements will be available.

The successful candidate will require 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 at: interchangesecretariat@finance-ni.gov.uk by **5.00pm on Friday 05 July 2024**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

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

10. Please contact either Mary Lowery by email at Mary.lowery@eani.org.uk or Joanne Hardy at: joanne.hardy@eani.org.

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