**FROM: PAUL MCKINNEY Ref: I/C 45/24**

**DATE: 09 AUGUST 2024**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**INDEPENDENT REPORTING COMMISSION (IRC)**

**Finance and Administration Manager**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

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. **irc** will meet salary costs and associated expenses. The salary scale is £27,223 - £28,613 per annum.

Duration

1. It is anticipated this opportunity will be for two years with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will be based at Erskine House 20-32 Chichester St, Belfast BT1 4GF.

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (usually your organisation’s HR dept), 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](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 30 August 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. For further information please contact Dianne Wilson by email at: [Dianne.wilson@ircommission.org](mailto:Dianne.wilson@ircommission.org).

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