**FROM: PAUL MCKINNEY Ref: I/C 63/24**

**DATE: 24 OCTOBER SEPTEMBER 2024**

**TO: INTERCHANGE MEMBERSHIP (non-NICS organisations)**

**Secondment Opportunity with**

**NATIONAL Museums ni**

**Finance & Governance 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. National Museusms NI will meet salary costs and associated expenses. The salary scale for this post is £42,315 to £45,351 per annum (under review).

Duration

1. It is anticipated this opportunity will last for 12 months and any extension will be subject to the agreement of all parties.

Location

1. The successful candidate will be based at based at National Museums NI, 153 Bangor Road, Holywood, Co Down BT18 0EU.

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 Thursday 14 November 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 about the post please contact James Lewsley by email at: [james.lewsley@nationalmuseumsni.org](mailto:james.lewsley@nationalmuseumsni.org).

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**Paul McKinney**

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