**FROM: PAUL MCKINNEY Ref: I/C 08/25**

**DATE: 24 JANUARY 2025**

**TO: INTERCHANGE MEMBERSHIP (Non-NICS employees)**

**Secondment Opportunity with**

**PARADES COMMISSION FOR NORTHERN IRELAND (pcni)**

**Administrative officer**

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 lower management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **PCNI** will meet salary costs and associated expenses. The salary scale is The salary scale is: £24,225 - £25,732 per annum.

Duration

1. Two year full-time secondment opportunity (may be extended for up to one further year, subject to the agreement of all parties).

Location / Travel

1. The successful candidate will be based at Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

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 07 February 2025**; 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. Further information on the role can be obtained by email at: susan@paradescommissionni.org.

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