**FROM: Paul McKinney Ref: I/C 14/25**

**DATE: 28 February 2025**

**TO: Interchange Partners (Non-NI Civil Service members)**

# Secondment Opportunity with

**THE EXECUTIVE OFFICE (TEO)**

**Area coordinator**

**Communities in Transition**

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

Salary

1. TEO will meet salary costs and associated expenses, and the salary is £34,524 pa.

Duration

1. This secondment opportunity is for two years. Any decision to extend will be subject to the agreement of all parties.
2. Location

This post will be based at Castle Buildings (Stormont Estate) with hybrid working arrangements potentially available.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (usually 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 by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Wednesday 19 March 2025;** 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. For further information please contact Sophie Dalzell by email at: [Sophie.dalzell@executiveoffice-ni.gov.uk](mailto:Sophie.dalzell@executiveoffice-ni.gov.uk).

**Paul McKinney**

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