**FROM: ROSEMARY GRAHAM Ref: I/C 01/18**

**DATE: 08 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Parades Commission**

# ADMINISTRATIVE OFFICER(S)

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

Salary

1. **The Parades Commission** will meet salary costs and associated expenses. The salary scale is **£19,811-22,514**. The successful candidate(s) for this opportunity will be expected to be in a post of Administrative Officer level or equivalent.

Duration

1. The opportunity will be for 2 years, with the possibility of an extension for a further year, subject to the agreement of all parties. The secondment(s) will begin as soon as suitable candidate(s) have been identified and a release date is agreed.

Location

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

How to apply

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@dfpni.gov.uk)  by **5.00pm on Friday 26 January 2018;** otherwise I will assume a nil return. Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

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.

Further information

1. If you require any further information about the post, please contact Joan McClelland in the Parades Commission on 028 9089 5900, or by e-mail to [joan@paradescommissionni.org](file:///\\pc-srv1\Corporate%20Shared%20Data\STAFF%20RELATED%20FOLDERS\Confidential%20HR\Recruitment\Case%20worker%20recruitment%20autumn%202017\joan@paradescommissionni.org).

**Rosemary Graham**

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