**FROM: ROSEMARY GRAHAM Ref: I/C 02/18**

**DATE: 29 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Victims and Survivors Service**

# HEAD OF HEALTH AND WELLBEING SERVICES

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

Salary

1. **The Victims and Survivors Service** will meet salary costs and associated expenses. The salary scale is **£47,749 - £52,334**.

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 will begin in May 2018.

Location

1. The successful candidate will be based in Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN.
2. Form of Transport

As occasional travel is required throughout Northern Ireland, it is therefore an essential requirement for applicants to hold a current Full UK Driving License with access to a car. This will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.

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  by **5.00pm on Friday 16 February 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 the Victims and Survivors Service by email at recruitment@vssni.org.

**Rosemary Graham**

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