**FROM: ROSEMARY GRAHAM Ref: I/C 04/18**

**DATE: 15 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Armagh Observatory and Armagh Planetarium**

# EVENTS MANAGER FOR THE 50TH ANNIVERSARY OF ARMAGH PLANETARIUM

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

Salary

1. **Armagh Observatory and Planetarium** will meet salary costs and associated expenses. The salary scale is **£36,448 - £40,072**.

Duration

1. The opportunity is expected to last for up to 4 months. The post is available immediately. It would be preferable for the successful candidate to take up the post within 2 weeks of appointment.

Location

1. The successful candidate will be based in Armagh Observatory and Planetarium, College Hill, Armagh, BT61 9DG.

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 Diane Neill in Armagh Observatory and Planetarium on 028 3751 2968, or by e-mail to [dcn@arm.ac.uk](mailto:dcn@arm.ac.uk).

**Rosemary Graham**

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