**FROM: ROSEMARY GRAHAM Ref: 08/18**

**DATE: 29 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Parades Commission**

# CASEWORKER

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 the equivalent of NICS staff officer grade i.e. **middle** 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 successful candidate for this opportunity is expected to be equivalent to NICS staff officer grade. They will be expected to be in a post with a current salary of around **£29,317 - £31,446**.

Duration

1. The opportunity will be for 2 years, with the possibility of an extension of up to one further year, subject to the agreement of all parties. The secondment will begin as soon as a suitable candidate has 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.
2. Form of Transport

It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

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. Please note that current salary is a key factor in determining the eligibility of an applicant.

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.

**Rosemary Graham**

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