**FROM: ROSEMARY GRAHAM Ref: I/C 23/18**

**DATE: 08 MAY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Department of Justice**

# INTERFACE PROJECT OFFICER (X2)

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.
2. There are two posts available in the Department of Justice Interface Team, part of the Community Safety Division, to assist in delivery of the Executive’s commitment to work towards the removal of peace walls by 2023. One post will cover East and West Belfast, as well as providing support to work in Portadown, the second will cover North Belfast as well as providing support to work in Derry/Londonderry. Applicants can apply for one or both posts and should indicate on the candidate proforma which of the posts they wish to be considered for.

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. **The Department of Justice** will meet salary costs and associated expenses. The salary scale is **£29,317 - £31,446**.

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 as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in Castle Buildings, Stormont Estate, Belfast.
2. Form of Transport

Travel will be required in the Belfast, Londonderry, and Portadown areas, depending on the allocation of duties. It is therefore essential that applicants have access to a 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 18 May 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 Michael McAvoyin the Department of Justiceon 028 9052 3777, or by e-mail to michael.mcavoy@dojni.x.gsi.gov.uk.

**Rosemary Graham**

**Rosemary Graham**