**FROM: ROSEMARY GRAHAM Ref: I/C 39/18**

**DATE: 09 JULY 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The Parades Commission**

# DEPUTY SECRETARY

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. **The Parades Commission** will meet salary costs and associated expenses. The successful candidate for this opportunity will be expected to be in a post with a current salary in the range of **£36,812 to £40,473**.

Duration

1. The opportunity will last until September 2020, with the possibility of an extension of up to a further year, subject to the agreement of all parties. The secondment will begin in September 2018.

Location

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

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 27 July 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.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

Further information

1. If you require any further information about the post please contact Lee Hegarty in the Parades Commission on 028 9089 5900, or by e-mail to leeh@paradescommisionni.org.

**Rosemary Graham**

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