**FROM: PAUL MCKINNEY Ref: I/C 76/19**

**DATE: 11 NOVEMBER 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**THE ULSTER SCOTS AGENCY**

**MARKETING OFFICER**

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. Ulster Scots Agency will meet salary costs and associated expenses and the salary scale is £30,526 to £32,157.

Duration

1. It is anticipated that this opportunity will last for 12 months with the possibility of an extension subject to the agreement of all parties. The secondment will begin as soon as a suitable candidate has been identifies and a release date agreed.

Location

1. The successful candidate will be at the Ulster Scots Agency, 31 Gordon Street , Belfast BT1 2LG.

Form of transport

1. Travel throughout NI will be required and the successful applicant should have access to a suitable form of transport.

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.

How to apply (process for **non**-NI Civil Service organisations)

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@finance-ni.gov.uk) by **5.00pm on Friday 22 November 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. This information may be used for shortlisting purposes.

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 Lorna Elliott on Tel: 028 9026 1988 or by email at: [lelliott@ulsterscotsagency.org.uk](mailto:lelliott@ulsterscotsagency.org.uk).

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