**FROM: PAUL MCKINNEY Ref: I/C 02/22**

**DATE: 04 JANUARY 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**SPORT NI**

**IT MANAGER**

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. Sport NI will meet salary costs and associated expenses. The salary scale is £39,748 to £42,639 per annum.

Duration

1. It is anticipated that this opportunity will continue until 31 March 2024. Any further extension will be subject to the agreement of all parties.

The secondment will begin in March 2022 or as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at Sport NI, 2a Upper Malone Road, Belfast BT9 5LA.

Due to the ongoing Covid 19 restrictions, all staff are currently working from home in line with Government guidance, although some face-to-face meetings will be required.

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 by **Noon on Friday 21 January 2022;** 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

11. For further information about the post please contact Adrian Doherty by email at adriandoherty@sportni.net.

**Paul McKinney**

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