**FROM: PAUL MCKINNEY Ref: I/C 03/23**

**DATE: 06 January 2023**

**TO: Interchange Partners**

**Secondment Opportunity with**

**THE NI POLICE FUND (NIPF)**

**ADMINISTRATIVE 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 junior administrative level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **NIPF** will salary and associated expenses and the salary for this post is: £22,519.

Duration

1. It is anticipated that this opportunity will last for one year with the possibility of an extension for an additional two years subject to the agreement of all parties.

Security Clearance

1. The start date will be agreed on confirmation of satisfactory security clearance to CTC level. If security clearance is not already held, this will be organised by NIPF.

Location

1. The successful candidate will be based at Maryfield Complex, 100 Belfast Road, Holywood, BT18 9QY.

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 **4.00pm on Friday 20 January 2023;** 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. For further information please contact Kelly Robinson by email at: [admin@nipolicefund.gov.uk](mailto:admin@nipolicefund.gov.uk).

**Paul McKinney**

**Paul McKinney**