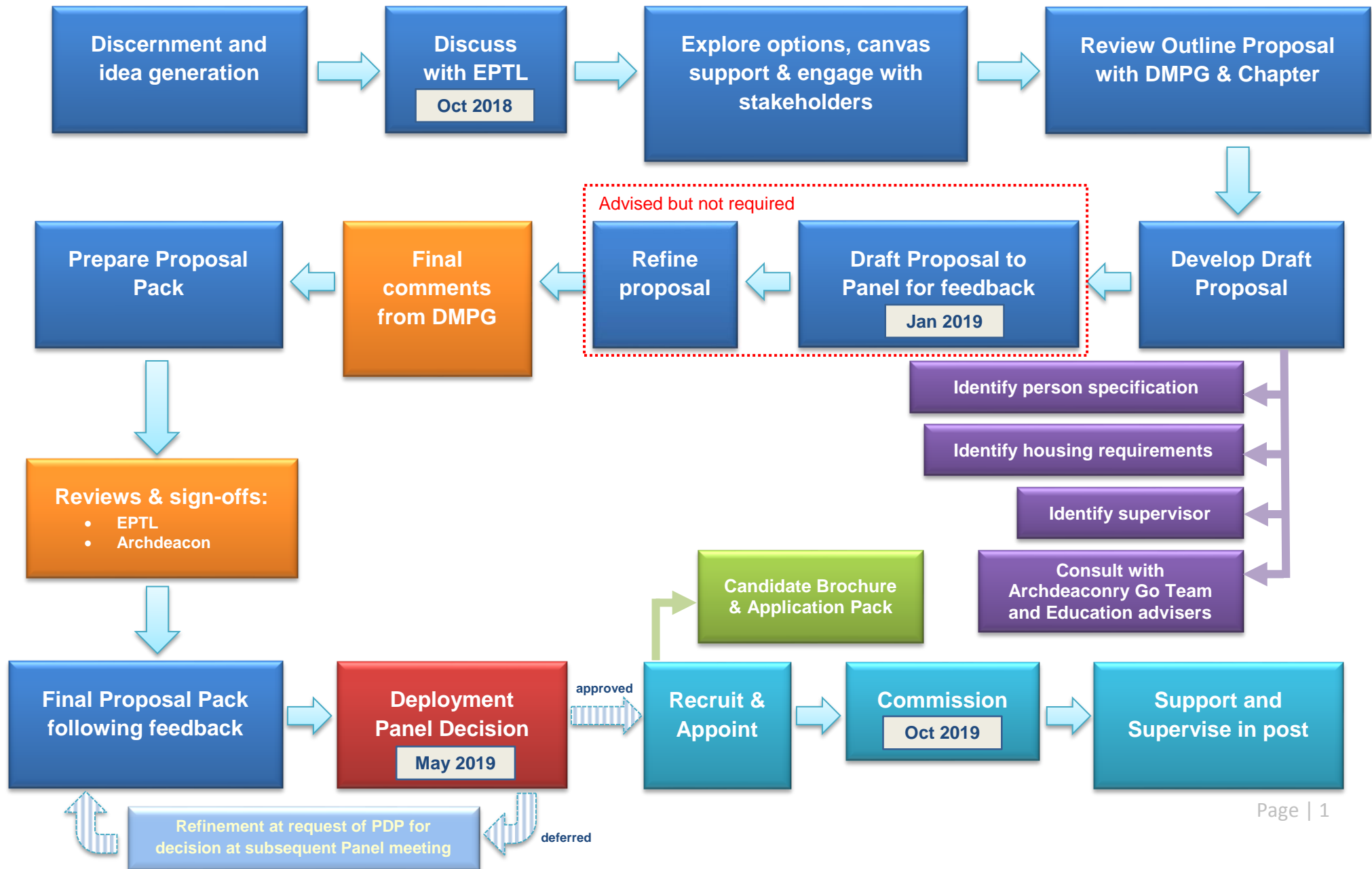


What's the process for applying for a pioneer?

This document provides a flow chart and detailed activity timeline for the development of proposals, based on a model timeline for posts to be decided by the May 2019 Deployment Panel.



What's the process for applying for a pioneer?

Activity Period	Activity	Deadline	Approver	Responsibility
PRIOR TO PDP APPROVAL				
Sep – Oct 2018	Development of Outline Proposal . Develop ideas within context of Deanery Mission Plan, explore different models and options, canvas support engaging with all stakeholders, including local teams, DMPG, Deanery Synod, EPTL and Archdeacon.			Local sponsor
Oct 2018	DMPG meeting to review Outline Proposal			Local sponsor and DMPG
Oct 2018	Chapter meeting to review Outline Proposal			Local sponsor and DMPG
Nov 2018 – early Jan 2019	Prepare Draft Proposal with input from all stakeholders (as above). This is a draft of the Proposal Document will ultimately need to cover: <ul style="list-style-type: none"> • Vision • Role purpose, outcomes, [measurement] • Key gifts/qualities sought • Fit with Deanery Mission Plan and support from local church(es) • How PDP Criteria are met • How alternative resourcing options have been explored (partnerships, funding, voluntary, realignment) and why project funding is required. • Supervision, autonomy, accountability • Evidence of local pioneering culture and experience • Local support team • Housing requirement (engage with Property Dept) • Genuine Occupational Requirements • Job Desc., Person Spec., T&Cs (engage with EPTL and HR Dept as required) 			Local Sponsor
Dec 2018	Identify housing requirements and engage with DBF Property Department			EPTL

What's the process for applying for a pioneer?

Activity Period	Activity	Deadline	Approver	Responsibility
Dec 2018	Identify supervisor for pioneer		EPTL	Local sponsor
	Submit Draft Proposal to PDP for comment	Tue 15 Jan 2019		EPTL
Feb – Apr 2019	Refine and agree proposal, ensuring all required content covered and DMPG has had the opportunity to provide input Identify recruitment shortlisting and interview panels and agree meeting dates Identify possible housing options in anticipation of post approval	Early as possible due to full diaries		Local sponsor EPTL Property Dept/Local Sponsor
	Agree Job Description, Person Specification, Terms & Conditions of employment	Wed 24 Apr 2019	EPTL/HR	EPTL
Apr 2019	Prepare Proposal Pack : <ul style="list-style-type: none"> • Proposal Document • Job Description, Person Specification, Terms & Conditions • EPTL analysis and recommendation • PDP Submission form 	Fri 26 Apr 2019 Fri 26 Apr 2019 Fri 26 Apr 2019 Fri 26 Apr 2019	EPTL EPTL EPTL EPTL	Local sponsor Local sponsor EPTL EPTL
	Approvals of proposal prior to formal submission to PDP	Fri 26 Apr 2019 Mon 29 Apr 2019	EPTL Archdeacon	EPTL EPTL
May 2019	Final review of feedback , amending Proposal Documentation as required for Final Proposal Pack		EPTL	Local sponsor
	Submission of Final Proposal Pack to PDP for decision	Wed 15 May 2019		EPTL
Wed 22 May 2019	PIONEER DEPLOYMENT PANEL DECISION			
AFTER PDP APPROVAL				

What's the process for applying for a pioneer?

Activity Period	Activity	Deadline	Approver	Responsibility
May 2019	<p>Create Application Pack incl. Candidate Brochure and Job Desc., Person Spec., T&Cs</p> <p>Guidance for photos:</p> <ul style="list-style-type: none"> • Good quality (resolution should be no less than 1mb). • Lively and engaging. Recommend people-based not building/object based • Ensure they 'say' something about the area and the post – a picture paints a thousand words and you are trying to attract the right person (at the same time, you must be authentic). • Usually no more than 4 or 5 photos are needed. • Ensure all permissions have been obtained from copyright owner and consents from individuals shown in photographs. <p>Commence housing search & purchase as required</p>		EPTL/HR/Comms	EPTL/Local Sponsor EPTL/Local Sponsor Property Dept
May 2019	Agree Advert and Placing			EPTL/Comms
03 Jun – 12 Jul 2019 (6 weeks)	Candidate application window			
w/c 15 Jul 2019	Shortlisting			EPTL/Local Sponsor/ArchDeacon
w/c 22 Jul 2019	Interviews			Local Sponsor to arrange
Fri 26 Jul 2019 (target date)	Appointment made		Interview panel	
29 Jul – 25 Oct 2019 (3 months)	Allowance for notice period of appointee and post appointment checks (DBS, references etc)			
Mon 28 Oct 2019 (target date)	Commissioning of Pioneer as commences in post			Bishop
Fri 01 Nov 2019	Initial three-month plan agreed with supervisor			Supervisor
Early Feb 2020	3-month probation review			EPTL
Early Apr 2020	5-month probation review			EPTL

Schematic Engagement Timeline for Diocesan Central Services

