

## The Pilotlight Process & Guidance Notes

### The Pilotlight Model

Pilotlight is a unique, capacity building charity helping non-profit organisations be more effective and reach a greater number of disadvantaged people. We achieve this by carefully selecting senior business people (Pilotlighters) and matching their skills with the needs of our partner organisations. Over the course of a facilitated engagement, the team will coach, mentor and give advice to help you achieve your strategic goals.

Our aim is to help charities become more resilient and deliver more effective and efficient services, resulting in better outcomes for disadvantaged people. Thanks to the support of our brilliant members, Pilotlight have been able to provide this support to over 450 charities and social enterprises completely **free of charge**.

### Pilotlight's Theory of Change



### The Pilotlight Engagement

The Pilotlight engagement typically lasts between ten to twelve months. You will meet with your Pilotlighters and Project Manager on a monthly basis for two and a half hours and meetings take place at Pilotlight's office in Central London, with the exception of one site visit. Many projects result in a strategic business plan for your organisation, but you will set the aims of the project after a few meetings.

### Participants

PROJECT MANAGER	PARTNER ORGANISATION	PILOTLIGHTERS
<p>Each Charity is assigned a Pilotlight Project Manager whose role is to:</p> <ul style="list-style-type: none"> <li>- Facilitate the relationship,</li> <li>- be key contact to the CEO/Director and team</li> <li>- offer support and guidance along the way,</li> <li>- bring experience of 450 projects.</li> </ul> <p>The Project Manager also plans, facilitates and records all meetings as well as follows up on actions and ensures progress is being made.</p>	<p>The CEO / Director leads the process from the charity side, attends all meetings and progresses pieces of work in between sessions.</p> <p>Board Approval of the engagement with Pilotlight is required and we expect Chair/Trustee attendance and involvement in at least one in every three meetings.</p>	<p>Our Pilotlighters are recruited from senior levels within business and industry, having at least ten years of strategic experience.</p> <p>Pilotlighters are invited to join the project according to their specific skills and interests.</p> <p>Team members draw on their extensive experience to coach and mentor the partner organisation to develop and achieve its goals.</p>

If you are interested in applying please turn over for further information about the application process and criteria.

## Application Criteria

We view all applications on a case-by-case basis and can be flexible about the type of organisations with which we work. Our experience shows that the Pilotlight engagement works most successfully with ambitious organisations that are open to change and ready to challenge existing practices.



Week 0

**EXPRESSION OF INTEREST SUBMITTED**

Weeks 2 - 4

Pilotlight will contact you to arrange an assessment meeting and request further information.

Week 6

Assessment meeting at your office with 2 Pilotlight representatives, charity CEO/Director and Chair for 1.5 hrs to explore the partnership further.

Week 8

Application and assessment taken to Pilotlight's Approvals Committee.

Up to 3 months

If successful, you will be placed on our waiting list to start your project.

You will be assigned a Project Manager, who will invite 4 senior business mentors to join the project. The Project Manager will then contact you to find a suitable first meeting date.

**PROJECT STARTS**

If you would like to discuss your application further or for more information, please contact Georges Lebreton on 020 7283 7022.