Progressing to New Roles Within PACE

We want staff to develop in their careers within PACE and encourage staff to look for opportunities within the organisation. If you have worked in a PACE for 12 months or more and are interested in an advertised role, please speak with your line manager in the first instance or contact Human Resources. In most cases you won't be asked to complete a full application. If you have worked for less than 12 months you will most likely be asked to send a new application.

You will be asked to send an email to express your interest and will be asked to share how your experiences and skills make you a good candidate for this role (max 500 words). You will also be able to share updates to your education, skills or training since you first started at PACE. If you feel you could perform the role subject to additional training, please make that clear.

Your manager will be asked about your performance in your current role and to identify areas of overlap with the new role e.g. have you worked as a 1:1 support? Have you led arts activities?

The people assessing applications will review your submission along with the information from your manager before deciding whether to invite you for interview.

If you are offered the role and the assessors can see that there is significant overlap in duties, then you won't be asked to do a new probation period. However, your new manager will plan monthly reviews of your progress.

You are likely to have a three-month probation period to assess your suitability for the new role if:

- There is not much overlap in expectations/skills or duties between your old and new role
- You are taking on additional responsibilities e.g. moving into a management position.

We don't expect you to already be able to do all the tasks for the new role. We want you to achieve in your new role and will support you.

If you are finding the transition to the new role difficult your new manager will offer you support and training. If you are not able to achieve the tasks required for the new role by the end of the three months and your manager thinks that you will be able to meet the expectations for the role with additional support, your probation period might be extended for up to three more months.

If you are not able to achieve the tasks required for the new role, we will do our best to offer you a different role within the organisation. However, this can only be offered if one is available.