

## A Simple Skills Audit

It is key for an organisation to know what skills and knowledge its staff/volunteers/board members have. A skills audit is a process used to identify the skill gaps in an organisation.

This document should be filled out by all to identify the skills they bring to the organisation.

**Name:**

Skill/ expertise/ knowledge/ qualification	✓ / X	How would you contribute your skills, experience or qualifications to the Board?
Administration		
Board/committee experience		
Campaigning		
Change Management		
Charity/voluntary organisation governance		
Conflict resolution		
Customer Care		
Enterprise/business development		
Facilitating meetings		

Finance		
Fundraising		
HR/Training		
Income generation		
Influencing		
IT/Systems		
Leadership		
Legal		
Listening		
Marketing		
People Management		
PR/communications		
Project Management		
Property		
Relationship Management		
Service user/beneficiary of the organisation		
Team development		

Voluntary Sector Experience		
<b>Other</b> (Specialist experience or qualifications relevant to voluntary organisation e.g. medical, campaigning, advice)		

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**What skills do you feel you have that are not being currently used?**

**Motivation**

Do you have a particular interest or reasons for being/wanting to be involved as a staff member/volunteer or trustee with this organisation?

**Diversity**

A diverse board is able to reflect and support the delivery of an organisations' mission. Do you have specific service user experience, social or family experience, background or general interests that will help us better support the goals of the organisation?

**Areas of work**

Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in?