

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>1. Interpersonal Communication</b> (Being able to communicate ideas and information to others and work with a variety of people in multi-cultural environments, for example volunteers, clients, staff members)		1	
		2	
		3	
		4	
		Not relevant	
<b>2. External Communication</b> (Managing public relations; lobbying and advocacy; promotion of your work/organisation through presentations, media contact etc.)		1	
		2	
		3	
		4	
		Not relevant	
<b>3. Written Communication</b> (Being able to present information in written form, e.g. reports, articles, minutes of meetings)		1	
		2	
		3	
		4	
		Not relevant	
<b>4. Administration</b> (General office work e.g. filing, typing, organising meetings, purchasing supplies)		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>5. Accounting</b> (Preparing accounts and managing budgets; listing income / expenditure, preparing balance sheets etc.)		1	
		2	
		3	
		4	
		Not relevant	
<b>6. Fundraising / Marketing</b> (Raising money; writing funding applications; increasing membership; developing sponsorship; publicising / advertising/ using social media etc.)		1	
		2	
		3	
		4	
		Not relevant	
<b>7. Event Organising</b> (Organising events such as seminars, conferences, general assemblies, exhibitions, competitions, shows etc.)		1	
		2	
		3	
		4	
		Not relevant	
<b>8. Managing information (documentation)</b> (Selecting and organising useful and appropriate information and data to better understand situations and identify needs and/or resources		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>9. Research (analytic approach)</b> (Looking for appropriate information / data; desk research or field research; using qualitative or quantitative approaches; presenting findings to different audiences)		1	
		2	
		3	
		4	
		Not relevant	
<b>10. IT</b> (Using computer programmes, e.g. Word, Excel, Access; using internet and e-mail; using databases; designing websites; programming)		1	
		2	
		3	
		4	
		Not relevant	
<b>11. Foreign languages</b> (Understanding spoken and written language/s; translating and interpreting; using language for business purposes)		1	
		2	
		3	
		4	
		Not relevant	
<b>12. Human Resources Management</b> (Recruiting, training, supervising staff or volunteers, organising responsibilities and roles between staff and volunteers)		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>13. Project management</b> (Planning and developing programmes, defining scope, objectives, activities, resources and evaluation steps)		1	
		2	
		3	
		4	
		Not relevant	
<b>14. Stress management</b> (Management of conflicts, facing any human or practical problem)		1	
		2	
		3	
		4	
		Not relevant	
<b>15. Active Listening</b> (Being receptive to what others say, showing empathy, not assuming a major role in the conversation, responding to requests for help)		1	
		2	
		3	
		4	
		Not relevant	
<b>16. Being Proactive</b> (Showing initiative and creativity, responding to changing situations; being flexible)		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>17. Advice Giving</b> (Specialist or general consultancy; counselling)		1	
		2	
		3	
		4	
		Not relevant	
<b>18. Negotiation / Mediation</b> (Facilitating constructive debate; finding compromises; finding satisfactory solutions to conflicts)		1	
		2	
		3	
		4	
		Not relevant	
<b>19. Problem Solving</b> (Finding appropriate solutions to specific situations; management of stress)		1	
		2	
		3	
		4	
		Not relevant	
<b>20. Decision Making</b> (Identifying possible options and assuming responsibility for choosing best outcome)		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>21. Leadership</b> (Being able to take a lead, make strategic decisions to move forward; representing your organisation externally)		1	
		2	
		3	
		4	
		Not relevant	
<b>22. Team working</b> (Contributing to a collaborative climate; cooperating to reach common goals, accepting others points of view)		1	
		2	
		3	
		4	
		Not relevant	
<b>23. Networking</b> (Creating and developing partnerships with individuals or organisations)		1	
		2	
		3	
		4	
		Not relevant	
<b>24. Motivating Others</b> (Encouraging others to get involved)		1	
		2	
		3	
		4	
		Not relevant	

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
<b>25. Training / Teaching</b> (Teaching / training on an individual basis or in a group; in an informal or formal environment)		1  2  3  4  Not relevant	
<b>26. Personal Responsibility</b> (Showing commitment and reliability; being able to organise your time and manage your work; motivating yourself)		1  2  3  4  Not relevant	
<b>Specific skills developed as a result of your volunteering</b> (Please describe)		1  2  3  4  Not relevant	