

BGA CLUB MANAGEMENT GUIDES

Skills Audits

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Successful volunteering requires a positive and supportive environment. It is likely that if you get that, then you will have a good understanding of the sorts of skills your members have because you will already be in dialogue with them. However, should you need to find out fast then the following should give you a good start point. You may be able to carry out the survey using Survey Monkey. Excel will be better than Word for managing the information.

There are two because a skills audit can be used in two ways:

- to understand what sort of skills your potential volunteers have;
- to establish training needs of your current volunteers.

Understanding existing skills

This format is particularly useful when looking at the committee to ensure you have a good spread of skills

Expertise / skill	Name	Name	Name	Name	Skill score
List of skills relevant for running an gliding club					How many people in this row have that skill?

Or for the whole membership, you could set up a spreadsheet the other way round, with a column of names and row of skills. Have enough space for 'other' comments.

It is worth bearing in mind that people might not want to volunteer in the same area where they work – gliding is their sport and relaxation, after all. Ask people what sorts of things they would like to help out with. Perhaps they would like to learn new skills, such as glider maintenance. This sort of conversation with club members will help your club avoid the '70% of volunteers are unhappy' statistic.

Establishing training needs

Use column headings to match available training from places like:

- the BGA
- your local:
 - Community Sports Partnership
 - Council
 - Council for Voluntary Service etc

	Administration	Writing funding bids	Minute taking	Governance	Volunteer management	Publicity, Press and publications	Community Communications	Project Management	Other (please state)
I like this									
I'm interested in this									
I'm good at this									
I am experienced in this									
I ought to be able to do this									
I would like to be able to do this									
I do this already but I've never had any training									
I hope someone else will volunteer to do it									
I would like to know more about this									

Please list any other skills that you feel are missing from this list and indicate whether this is a strength or weakness for you:

	Funding Bid Writing	Committee Skills Training	Child Protection Training	Business Plan Writing	Project Planning	Governance Training	Other (please state)
Tick if you want to receive this training							

Remember to collect their contact details. (GDPR note: collecting this personal data is helping your club to provide sporting facilities for club members.)