

Example Volunteer Skills Audit

Skills	Volunteer role	Level	Example to demonstrate
1. Interpersonal Communication (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	
2. External Communication (Managing public relations; lobbying and advocacy; promotion of your work/organisation through presentations, media contact etc.)		1 2 3 4 Not relevant	
3. Written Communication (Being able to present information in written form, e.g. reports, articles, minutes of meetings)		1 2 3 4 Not relevant	
4. Administration (General office work e.g. filing, typing, organising meetings, purchasing supplies)		1 2 3 4 Not relevant	

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5. Accounting (Preparing accounts and managing budgets; listing income / expenditure, preparing balance sheets etc.)		1 2 3 4 Not relevant	
6. Fundraising / Marketing (Raising money; writing funding applications; increasing membership; developing sponsorship; publicising / advertising/ using social media etc.)		1 2 3 4 Not relevant	
7. Event Organising (Organising events such as seminars, conferences, general assemblies, exhibitions, competitions, shows etc.)		1 2 3 4 Not relevant	
8. Managing information (documentation) (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	

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9. Research (analytic approach) (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	
10. IT (Using computer programmes, e.g. Word, Excel, Access; using internet and e-mail; using databases; designing websites; programming)		1 2 3 4 Not relevant	
11. Foreign languages (Understanding spoken and written language/s; translating and interpreting; using language for business purposes)		1 2 3 4 Not relevant	
12. Human Resources Management (Recruiting, training, supervising staff or volunteers, organising responsibilities and roles between staff and volunteers)		1 2 3 4 Not relevant	

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Skills	Volunteer role	Level	Example to demonstrate
13. Project management (Planning and developing programmes, defining scope, objectives, activities, resources and evaluation steps)		1	
		2	
		3	
		4	
		Not relevant	
14. Stress management (Management of conflicts, facing any human or practical problem)		1	
		2	
		3	
		4	
		Not relevant	
15. Active Listening (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	
16. Being Proactive (Showing initiative and creativity, responding to changing situations; being flexible)		1	
		2	
		3	
		4	
		Not relevant	

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

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

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