

## **Volunteer Succession Planning – Skills Audit**

In order to address the issues associated with volunteer succession planning, it is important to conduct a skills audit to document what skills your organisation currently has at its disposal and what skills it needs to acquire. The information gained from a skills audit is vital as it results in:

- An understanding of the skills and expertise within the organisation
- An understanding of the skills required and the gaps the organisation currently has
- A targeted analysis of the development needs of the organisation
- A listing of people who need development and in what areas
- Data that can be utilised for the purpose of internal selection
- A determination of whether the organisation can achieve its strategic plan
- An outline of what skill gaps need to be filled

### **How to Conduct a Skills Audit**

Firstly each individual in an organisation should complete an individual skills audit. Secondly, the information in each individuals audit should be collated and inserted into the “Organisational Skills Audit” (see following).

The skills audit is broken up into four key areas of museums practice:

1. Administration and management
2. Collections management
3. Public programs and visitor services
4. Exhibitions

# ORGANISATIONAL SKILLS AUDIT

SKILL SET	VOLUNTEER	CURRENT POSITION
<b>ADMINISTRATION and MANAGEMENT</b>		
<b>Small Business Skills</b>		
<b>Computer Skills</b>		
<b>Grant Writing</b>		
<b>Sponsorship and funding</b>		

<b>SKILL SET</b>	<b>VOLUNTEER</b>	<b>CURRENT POSITION</b>
<b>Organisational management</b>		
<b>Building and architecture</b>		
<b>Training</b>		
<b>Sales</b>		

<b>SKILL SET</b>	<b>VOLUNTEER</b>	<b>CURRENT POSITION</b>
<b>Marketing and promotion</b>		
<b>Media and public relations</b>		
<b>Public Speaking</b>		
<b>Financial planning</b>		

<b>SKILL SET</b>	<b>VOLUNTEER</b>	<b>CURRENT POSITION</b>
<b>Accounts management</b>		
<b>Government liasing</b>		
<b>Business management</b>		
<b>Project management</b>		

SKILL SET	VOLUNTEER	CURRENT POSITION
<b>COLLECTIONS MANAGEMENT</b>		
<b>Sewing and dressmaking</b>		
<b>Museum management</b>		
<b>Conservation and preservation</b>		
<b>Archiving</b>		

SKILL SET	VOLUNTEER	CURRENT POSITION
<b>PUBLIC PROGRAMS and VISITOR SERVICES</b>		
<b>Education</b>		
<b>Meet and greet visitors</b>		
<b>Writing</b>		
<b>Newsletter production</b>		

SKILL SET	VOLUNTEER	CURRENT POSITION
<b>EXHIBITIONS</b>		
<b>Metal working</b>		
<b>Sign writing</b>		
<b>House painting</b>		
<b>Display and design</b>		

<b>SKILL SET</b>	<b>VOLUNTEER</b>	<b>CURRENT POSITION</b>
<b>Curatorial</b>		
<b>Woodworking</b>		
<b>Label writing</b>		
<b>Research</b>		
<b>Graphic arts, productions and publishing</b>		