

SKILLS AUDIT TEMPLATE

SECTION 1: IDENTIFY KEY ROLES

Role (examples)	Description
1. Activator/Coach	Responsible for delivering community sport activities
2. Facility Manager	Oversees the maintenance and scheduling of facilities.
3. Community Engagement Officer	Facilitates communication and engagement with the community

SECTION 2: DEFINE COMPETENCIES

Role	Ideal Skills/ Knowledge	Ideal Attributes/ Behaviours	Ideal Qualifications (if applicable)
Coach			
Facility Manager			
Community Engagement Officer			

SECTION 3: USING THE AUDIT

Identify skill gaps and areas for development. Use the audit results to inform recruitment plans, staff and volunteer development plans and staff objectives and performance management.