

**Guidance note for recruiters:**

The following template can be adapted for your organisation. The list of qualifications/skills and knowledge are just suggestions to give you some ideas and can be tailored to suit your own organisation’s needs.

The ‘self-assessed level’ could reflect a summary of scores completed by your existing board members on an individual basis using a suitable scale.

**[Organisation] Skills Assessment Audit**

|  |  |
| --- | --- |
| **Example Qualifications/skills/knowledge** | **Self-assessed level** |
|  |  |
| **OUR WORK** |  |
| Knowledge of the local voluntary or rural sector |  |
| Good links into local government and politically astute but non-partisan |  |
| Knowledge of the current operating environment for the voluntary sector |  |
| In depth knowledge of rural affairs and policy issues |  |
| Senior stakeholder relationship building |  |
| Campaigning expertise |  |
| Solid business experience, possibly in a service industry |  |
| Experience of being a service user |  |
|  |  |
| **COMMITTEE PRACTICE** |  |
| Knowledge of Charity Law |  |
| Experience in chairing/facilitating meetings |  |
| Knowledge of good practice in governance |  |
| Understanding of accounting information and best practice in financial procedures |  |
| Knowledge of fundraising regulations |  |
| Knowledge of risk management processes |  |
| Ability to provide critical scrutiny of contracts |  |
|  |  |
| **MANAGEMENT** |  |
| Human Resources/employment law |  |
| Accountancy qualifications |  |
| IT/Systems |  |
| Marketing/PR qualification or working experience |  |
| Experience of using social media in marketing |  |
| Experience of membership management |  |
| Experience of partnership working |  |
| Experience of Income generation |  |
|  |  |
| **STRATEGIC THINKING** |  |
| Strategic/business planning expertise |  |
| Used to making sense of/summarising policy documents |  |
| Monitoring/evaluating organisational performance |  |
| Project design, planning and implementation |  |
| Negotiating/influencing at senior levels |  |
|  |  |
| **OTHER** |  |
| Availability and commitment to attending meetings |  |
| Specialist Knowledge area e.g. community development processes, digital transformation & digital delivery skills, human resources processes & employment law |  |
| Research/all methodologies |  |

Registered charity No. 515538

Unit A, Tower House, Askham Fields Lane, Askham Bryan, York, YO23 3FS

01904 704177 info@communityfirstyorkshire.org.uk

[www.communityfirstyorkshire.org.uk](http://www.communityfirstyorkshire.org.uk)