

A SUGGESTED SKILLS AUDIT – *you may not need all of these*

Leadership - bringing people together; achieving consensus to reach decisions – Chair

Financial - keeping control of the budget – Treasurer

Project Management - co-ordinating the PCC/Trustees side of the project to keep everyone on track and managing communications between architect, contractors and PCC

Technical/building – an understanding of building issues so as to be able to work effectively with professional advisers. This could be combined with the project manager role

Communications - writing, newsletters, social media (publicity)

IT - completing online forms, designing spreadsheets and creating a website

Administrative - organisational, keeping records, writing minutes

Education - understanding learning environments e.g. schools, adult learning

Local knowledge - knows the community and community leaders well

History – knowledge of local history, research sources and methods

Fundraising – knowledge and experience of fundraising

Creative/social – organising events and activities some of which may be fundraising

Practical – other volunteers to help with events, moving furniture, clearing up!

(Taken from the Ambassadors' Training Notes supported and delivered by Historic England and the Diocese of Norwich.)