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# Tool for Auditing and Analysing Volunteer workforce

This tool is used to look at all volunteers within a club or across a programme and to quickly at a glance analyse where each coach is at in their volunteering journey and to give them a rating. This system combines 2 process – Volunteer *Life Cycle* and a *Traffic Light* rating.

Transitions to a new role eg assistant to head coach



Starting the role

Leaves the club

Mid point

**Volunteer life cycle:** Every volunteer and volunteer role has an *average* life cycle – this is the amount of time a person stays in this role before they move on. There are always club volunteers who are out with the *average* (eg the coach who has been doing it for 20 years, or the person who starts and quits 2 months in) but most roles have an *average* length of time. Each club and role will be different.

**Traffic Light Rating:** This is a Red, Amber Green (RAG) system and works as follows

|  |  |
| --- | --- |
| **GREEN** | For volunteers in the first third of their role’s *Life Cycle* |
| **AMBER** | For volunteers in the middle third / second last season of their role’s *Life Cycle* |
| **RED** | For volunteers in the final third / last season of their role’s *Life Cycle* |

**Using the tool**

**Step 1:** Write down all the roles within your clubs

**Step 2:** Write down the *average life cycle* of each role

**Step 3:** Write down the actual length of time each person has been in their role

**Step 4:** Using the *Average Life Cycle* and the *Actual time in Role* assign each role a *Traffic Light* rating

**Step 5:** Make notes on any key actions

The chart below has several examples in the first 4 boxes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Average life cycle of role** | **Length of time in role** | **Traffic Light Rating** | **Key Actions to take / Comments** |
| *Example**Climbing Coach* | *5 years* | *2 years* |  | Discuss time in role and look at goals for next 6 months and training opportunities – ie. Coaching workshops / Mountain Training Awards / Safeguarding / Disability Inclusion |
| *Example President* | 3 years | 2 years |  | mid year catch up – discuss plans for next year, commitment for future, any developments or CPD that is needed |
| *Example Treasurer* | 2 | 3 |  | Conversation short term to establish commitment and plan for succession |
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