



## Football/Club Development Officer Skills Checklist

Below are **some** of the workplace English and maths skills involved in the role of Football Development Officer. Would your staff benefit from training which helped to develop the following skills? Blanks are left for you to add to the list...

Read complex information such as funding criteria to extract key points		Handle and interpret data, using spreadsheets to record information and perform calculations	
Interact effectively with people from a diverse range of backgrounds and cultures and adapt language to suit purpose and context		Understand the 'big picture' such as the National Game Strategy and regional contexts in order to prioritise work	
Find and retrieve information from a computer and manage electronic files		Use the internet for research and to update information	
Proofread own writing and correct grammar, punctuation and spelling errors		Listen carefully to instructions and take any action that is necessary	
Distinguish fact from opinion, in both written and verbal communications		Use questioning techniques to aid communication and gain clarification	
Develop listening skills and respond using appropriate language and vocabulary for context		Write letters, grant applications and reports, changing format and structure to suit purpose	
Understand the role of non-verbal communication in preventing or diffusing delicate situations		Interpret local, regional and national data to inform planning	
Read and interpret legislation, using skimming and scanning skills, such as the Disability Discrimination Act		Understand that language shifts according to formality of context, in both written and spoken forms	
Differentiate fact from opinion, in both written and verbal communications		Make financial calculations involving money and provide accurate costings	
Contribute to a meeting effectively, developing listening, turn taking and negotiation skills		Interpret figures and statistics from tables and charts and draw accurate conclusions	
Perform numerical calculations, including averages and percentages.		Communicate effectively by telephone and record key details.	
Manage budgets and forecast expenditure		Manage own time and diary	