

Template 1: Growth Gap Mapping Worksheet

Understanding where a new role adds real value

Purpose: To help SMEs clearly identify **why** they are hiring, **what work needs doing**, and **what skills are actually required** — avoiding over-inflated job descriptions.



Section A: Where Are We Under Pressure Right Now?

Identify the pinch points in your business.

Examples:

- Tasks being delayed
- Work being done by senior staff that could be delegated
- Areas limiting growth or customer service

Current pressure points:

1.

2.

3.



Section B: Which Tasks Could Be Delegated or Developed?

Focus on tasks — not job titles.

Examples:

- Admin and coordination
- Social media updates
- Customer enquiries
- Data entry or reporting
- On-site support tasks

Tasks that could be delegated:

1.

2.

3.





Section C: What Skills Are Needed to Do These Tasks Well?

Think about behaviours and abilities, not experience.

Examples:

- Organisation
- Communication
- Reliability
- Willingness to learn
- Basic digital skills

Skills required:

1.

2.

3.





Section D: What Skills Can Be Taught or Developed?

This is where inclusive hiring happens.

Examples:

- Industry knowledge
- Specific systems or software
- Technical processes
- Customer service techniques

Skills we can teach:

1.

2.

3.





Section E: What Type of Opportunity Fits Best Right Now?

Select what is realistic for your business.

Permanent role

Fixed-term role

Apprenticeship

Paid work placement

Structured work experience

Notes:

Outcome:

A clear, realistic role based on business need — not an ideal CV.

