

Person Specification
WINCANTON CARES – Micro-Provider Co-ordinator and Accreditation Lead
Experience, Skills & Abilities

Essential	
1. Experience of working with Micro-Providers, volunteers, or community groups.	
2. Strong understanding of safeguarding and managing risk.	
3. Able to review documents and make decisions based on clear evidence.	
4. Excellent communication skills with Micro-Providers, residents and working partners.	
5. Confident leading community engagement and using different communication channels.	
6. A natural organiser with strong attention to detail.	
7. Able to keep information confidential and handle sensitive issues carefully.	
8. Commitment to fairness, inclusion, and community-led practice.	
9. Confident using digital tools – web portals, WhatsApp groups, social media, email.	
10. Able to manage any allocated budget with support from the Finance Officer.	
11. Hold a valid UK driving licence and have access to a vehicle for work purposes. Driving is essential due to the rural BA9 area.	

Desirable	
1. Understanding of recent changes to Somerset's Micro-Provider services.	
2. Passionate about Community-led Care	
3. Experience supporting residents in rural or isolated communities.	
4. Take a positive approach to professional development by updating skills and knowledge to ensure quality service delivery. Take part in supervision, appraisals and attend relevant meetings	
5. Able to comply with WINCANTON CARES' policies and procedures	
6. Willingness to undertake any other reasonable duties as identified by the line manager	