



## Job Description

2007-2008

**Job Title:** National Brokerage Network Regional Coordinator

**Reports to** National Chair of Brokerage Network

**To be reviewed Feb 2008**

### Overview of Position

The National Brokerage Network is a relatively new entity which endeavours to act as an information exchange and a voice for the development of Brokerage in the UK.

Regional Coordinators will be expected to work through a local 'hub' agency (for example a Community Development Agency, Centre for Independent Living or similar organisation).

As Regional Coordinator you will be the main point of contact in your area for Associate Brokers, Disabled People, Statutory and Voluntary Organisations and any other interested bodies.

You will have a responsibility to coordinate and pass on information to the National Body and other Regional Coordinators in order for the Brokerage movement to develop both locally and nationally.



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**The National Brokerage Network is incorporated within the Inclusion Partnership.**

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## **Roles and Responsibilities:**

- **To attend National Brokerage meetings**

These meetings will be arranged by the National Body. Your role will be to feedback local initiatives and progress within your region and disseminate information back to your local area.

- **To convene regional seminars**

It will be the Regional Coordinators role to organise and facilitate annual regional seminars. These seminars will provide an opportunity for training, information sharing and networking.

- **To act as an information resource to all enquiries**

It will be the responsibility of the Coordinator to manage and respond to all forms of communication for their regional location. To also help to provide an up -to -date information resource for both Associate Brokers and interested bodies.

- **To coordinate referrals**

The Coordinator will be responsible for monitoring referrals in their region. It is the Coordinators responsibility to maintain up to date records of the number of referrals and allocations within their region to feedback to the NBN through liaison with local 'hub' agencies and Brokers within their region

- **To feedback and update national website**

The Coordinator has a responsibility to collect and verify information relevant for the website. The Coordinator will also pass on completed Broker profiles ready for submission to the website.



- **To support Brokers to register with the NBN**

It will be the role of the Coordinator to respond to anyone interested in becoming a Broker within their region. The Coordinator will be expected to send the necessary paperwork for registering with the NBN, followed by a face to face interview with the applicant. During this interview information will be gathered about the applicant and the training program and responsibilities explained to them.

- **To provide supervision to Brokers within their region**

It will be the role of the Coordinator to ensure that all Brokers within their region are in receipt of at least two monthly peer supervision sessions and have access to six monthly reviews. Whilst the NBN is setting up and 'hub' agencies are forming it may be the role of the Coordinator to offer Brokers supervision.

- **To organise peer support meetings and to provide and facilitate training to Associate Brokers**

Your role will be to identify the training needs of Associate Brokers and other Partnership Organisations. In some circumstances you will be required to produce and facilitate training within existing resources and to apply for funding where necessary.

- **Supervision**

Regional Coordinators will receive their supervision through their 'hub' organisation. Where extra support is needed this will be provided by the other Regional Coordinators in the form of peer supervision of through other organisations e.g. the National Development Team.





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