



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: LuoPads Project Coordinator

Team / Capacity: Community Engagement & Projects

Reports To: COO

Location: Brisbane, Sydney or Melbourne, Australia

Employment Type: Volunteer Part Time

Date Prepared: 30 April 2026

Role Identity Statement

This role exists to grow and mobilise the LuoPads initiative locally, engaging communities to participate in practical, hands-on impact. The LuoPads Project Coordinator connects people to purpose by facilitating events, building relationships, and ensuring the effective coordination of LuoPads production for distribution to women and girls in vulnerable communities.

Theological & Cultural Posture (Heart of the Leader)

- Leads from a deep, abiding relationship with God
 - Demonstrates compassion and a heart for justice and dignity
 - Values people and community engagement
 - Builds unity across diverse groups and settings
 - Leads with humility, initiative, and faith
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Purpose of the Role

To coordinate and grow the LuoPads initiative in Melbourne by mobilising local communities, facilitating events, and ensuring the effective production and preparation of LuoPads for global distribution.

Strategic Alignment (5-Year Direction)

- Contributes to expanding community engagement and volunteer mobilisation
 - Strengthens awareness and participation in LuoPads initiatives
 - Supports global impact through locally driven action
 - Enables sustainable, scalable community involvement
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Primary Contributions (2-3 Years)

- Growth in the number of LuoPads events and community partnerships
 - Increased volunteer engagement and participation
 - Consistent production and supply of LuoPads kits
 - Stronger awareness and advocacy for the LuoPads initiative
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Key Responsibilities

1. Community Engagement & Event Coordination

- Respond to enquiries from schools, churches, universities, and community groups
 - Coordinate and facilitate LuoPads-making events
 - Lead and guide volunteers through the LuoPads process during events
 - Build ongoing relationships with participating groups
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2. Volunteer Mobilisation & Support

- Engage and support local volunteers
 - Help recruit and mobilise individuals to assist with events and sewing
 - Foster a positive and engaging volunteer experience
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3. Logistics & Production Coordination

- Organise sourcing, collection, and management of materials (e.g. fabric)
 - Coordinate sewing and production of LuoPads
 - Oversee assembly of LuoPads packs for distribution
 - Ensure quality and consistency in production
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4. Communication & Promotion

- Promote the LuoPads initiative within local communities
 - Share the story and impact of LuoPads to inspire involvement
 - Maintain regular communication with the GAIN team
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5. Collaboration & Alignment

- Work closely with GAIN leadership and relevant teams
 - Ensure alignment with organisational priorities and processes
 - Contribute ideas to improve and grow the initiative
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Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Spending regular time with God
- Demonstrating compassion and care in all interactions
- Serving others with humility and purpose

Expressing God's love for others by:

- a) Creating welcoming and inclusive environments
- b) Encouraging and valuing volunteers
- c) Promoting dignity for women and girls globally

Coach – Supports and encourages volunteers to engage confidently

Direction Setter – Brings clarity and structure to events and coordination

Change Agent – Expands local engagement and impact of LuoPads

Spokesperson – Shares the vision and impact of LuoPads with passion

Measures of Fruitfulness (2-3 Years)

- Growth in volunteer engagement and retention
 - Consistent production and distribution of LuoPads packs
 - Increased awareness and community involvement
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Nature of the Appointment

- Volunteer role (approx. 5 hours per week)
 - Based in Melbourne with some flexibility
 - Combination of coordination, relationship-building, and hands-on involvement
 - Requires initiative, organisation, and a heart for community engagement
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Support & Training

- Initial orientation and onboarding
 - Ongoing support from the GAiN team
 - Access to resources, materials, and guidance for events and coordination
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Review Rhythm

This role will be reviewed regularly in alignment with project growth and team support needs, ensuring ongoing effectiveness and development.