



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Aid Distribution Coordinator

Team / Capacity: DART Field Team

Reports To: Team Leader

Location: Field-Based

Employment Type: Mission Assignment

Date Prepared: 25/04/2026

Role Identity Statement

This role exists to source, organise, manage, and supervise the distribution of humanitarian aid and relief supplies during DART missions. The Aid Distribution role ensures that food and non-food items are distributed effectively, safely, and accountably while maintaining accurate distribution records and coordinating closely with Logistics and Communications functions.

Purpose of the Role

To ensure humanitarian goods are procured, managed, and distributed safely, efficiently, and responsibly within disaster-affected communities, supporting effective relief operations and dignified care for beneficiaries.

Primary Contributions

- Timely procurement and distribution of humanitarian goods
 - Safe, orderly, and accountable aid distributions
 - Accurate distribution records and inventory tracking
 - Effective coordination with logistics and communications teams
 - Reliable support for disaster response operations in the field
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Key Responsibilities

1. Procurement & Relief Item Management

- Find, purchase, and distribute humanitarian goods as required for relief operations
 - Manage food and non-food items received locally or through Gifts-in-Kind (GIK) transport channels
 - Source and purchase relief items locally or regionally wherever practical and appropriate
 - Monitor stock levels and ensure responsible stewardship of relief supplies
 - Coordinate with Logistics Coordination regarding procurement and inventory needs
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2. Distribution Coordination

- Organise and supervise the distribution of food and non-food relief items
 - Establish and manage infrastructure required for effective aid distributions
 - Coordinate vehicles, personnel, schedules, and distribution locations
 - Ensure safe and orderly crowd management during distributions
 - Maintain security awareness and appropriate safeguards during all distribution activities
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3. Coordination & Reporting

- Support and advise the Team Leader regarding procurement and distribution operations
 - Work closely with Logistics Coordination to receive materials, communicate operational needs, and track donated, stored, and distributed items using the Logistics and Distribution tool
 - Collaborate with Communications by sharing stories, beneficiary information, distribution updates, and operational needs
 - Maintain accurate records and statistics relating to distributions and aid delivery outcomes
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4. Community & Stakeholder Engagement

- Liaise with local authorities, vendors, community representatives, and beneficiaries as required
 - Build respectful and cooperative relationships within local communities
 - Ensure distributions are conducted with dignity, fairness, and cultural sensitivity
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Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Serving others with humility and compassion
- Demonstrating integrity and faithfulness in stewardship
- Remaining dependable and calm in challenging environments

Expressing God's love for others by:

- a) Treating beneficiaries with dignity and respect
- b) Working collaboratively with local partners and team members
- c) Demonstrating servant-hearted leadership in practical response efforts

Coach – Supports and guides team members during distributions and operational activities

Direction Setter – Maintains organisation, structure, and accountability in aid delivery

Change Agent – Adapts quickly to changing field conditions and operational demands

Spokesperson – Represents the organisation professionally with vendors, authorities, and communities

Measures of Fruitfulness

- Effective and timely distribution of humanitarian aid
 - Safe and orderly distribution operations
 - Accurate tracking and reporting of relief items
 - Strong coordination with logistics and communications teams
 - Positive engagement with local communities and stakeholders
 - Responsible stewardship of donated goods and resources
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Requirements for the Role

Schooling / Knowledge / Experience

- Strong communication and organisational skills
 - Experience working with customs processes and vendors is an asset
 - Experience in developing countries or humanitarian settings is beneficial
 - Ability to coordinate logistics and manage operational tasks in the field
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Supplied by GAIN

- Knowledge of the work of GAIN/Power To Change Australia
 - DART training
 - Field trip experience
 - Internship opportunities
 - Ongoing refresher training
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Other Requirements

- English language ability (spoken and written); additional languages are beneficial
 - Ability to work under pressure and in difficult environments
 - Good physical health
 - Psychological stability and resilience
 - Flexibility and short-term availability
 - Strong teamwork capacity
 - Willingness to fulfil duties faithfully and professionally
 - Readiness to deploy to disaster areas for at least 3 weeks; ideally 4 weeks to 3 months
 - Stable and supportive personal environment
 - Intercultural competence and adaptability
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Nature of the Appointment

- Field-based disaster response assignment
 - Requires deployment to disaster-affected regions
 - Physically, emotionally, and operationally demanding role
 - Requires flexibility, resilience, and effective decision-making in dynamic environments
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Review Rhythm

Performance will be reviewed following deployments, including debriefing with the Team Leader and Lead Agency to support accountability, learning, and continuous improvement.