



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Communications Coordinator

Team / Capacity: DART Field Team

Reports To: Team Leader

Location: Field-Based

Employment Type: Mission Assignment

Date Prepared: 10 July 2026

Role Identity Statement

This role exists to document and communicate the work of the DART mission through written reports, photography, storytelling, and media support. The Communications role gathers and prepares material for fundraising, reporting, public engagement, and internal communication, ensuring that field activities are accurately and professionally represented.

Purpose of the Role

To manage field communications by collecting information, producing reports and media content, and supporting both internal and external communication needs during disaster response operations.

Primary Contributions

- Clear and accurate documentation of DART activities
 - Effective communication support for internal and external audiences
 - High-quality photos, written content, and reporting material for fundraising and public engagement
 - Timely and organised reporting to the Team Leader and Lead Agency
 - Strong storytelling that communicates impact with integrity and cultural sensitivity
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Key Responsibilities

1. Documentation & Information Gathering

- Gather documentation and information relating to the disaster response
 - Collect stories, updates, and material suitable for fundraising and public communication
 - Document assessments, operational activities, and DART work in the field
 - Gather and distribute relevant internal and external information
 - Maintain organised records of communications materials and field updates
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2. Media & Content Production

- Take photographs and prepare written journalistic content from the field
 - Review, sort, categorise, and upload quality images into designated PR and communications folders
 - Prepare image captions, written summaries, and supporting communication materials
 - Provide media content and updates for communication and promotional purposes
 - Assist in preparing media reports and communication briefs for the Team Leader
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3. Reporting & Team Support

- Prepare briefings and updates for the Team Leader
 - Prepare reports and communication updates for the Lead Agency
 - Assist in preparing fulfilment reports relating to donated funds and Gifts-in-Kind (GIK) aid items
 - Support and advise the Team Leader regarding media engagement and communications matters
 - Ensure communications reflect organisational values, sensitivity, and professionalism
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4. Media & External Engagement

- Support media engagement and communication with external stakeholders where appropriate
 - Act as a potential spokesperson to the press when authorised
 - Ensure communication with beneficiaries and communities is respectful and culturally appropriate
 - Maintain awareness of privacy, dignity, and safeguarding considerations when collecting stories and images
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Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Demonstrating integrity and truthfulness in communication
- Using storytelling to honour God and serve others faithfully
- Remaining dependable and calm under pressure

Expressing God's love for others by:

- a) Respectfully representing beneficiaries and local communities
- b) Encouraging and supporting the team through communication and storytelling
- c) Communicating with humility, compassion, and cultural sensitivity

Coach – Encourages and supports the team through clear communication and collaboration

Direction Setter – Maintains clarity and consistency in reporting and messaging

Change Agent – Adapts communications to rapidly changing field conditions

Spokesperson – Represents the organisation professionally to media, partners, and supporters

Measures of Fruitfulness

- Accurate and timely communication from the field
 - High-quality photos, stories, and documentation materials
 - Effective reporting to the Team Leader and Lead Agency
 - Positive and professional external communication
 - Well-organised media and communications records
 - Strong storytelling that supports awareness, engagement, and fundraising efforts
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Requirements for the Role

Schooling / Knowledge / Experience

- Strong communication and interpersonal skills
 - Experience with media and communications work
 - Strong writing and storytelling ability
 - Ability to work with media materials and digital content
 - Photography skills are an asset
 - Ability to organise and manage communication resources effectively
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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

- High level of 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 professionalism in rapidly changing 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.