



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Logistics 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 coordinate the shipment, transport, storage, and tracking of relief goods and Gifts-in-Kind (GIK) throughout DART missions. The Logistics Coordinator oversees the movement of aid from shipment approval through to storage, inventory management, and distribution support, ensuring accountability, efficiency, and operational effectiveness.

Purpose of the Role

To ensure humanitarian goods are shipped, received, stored, tracked, transported, and handed over efficiently and accountably during disaster response operations.

Primary Contributions

- Well-coordinated container shipments and aid transport
 - Accurate tracking and accountability of stored and distributed items
 - Effective customs clearance, transport, and storage processes
 - Strong coordination with Aid Distribution and partner organisations
 - Reliable logistical support for disaster response operations
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Key Responsibilities

1. Container Shipment Coordination

- Communicate with all offices and stakeholders involved in sending containers and relief goods
- Review loading lists and shipment documentation prior to dispatch

- Approve or disapprove shipments in coordination with operational leadership as required
 - Collect, organise, and maintain all paperwork relating to container shipments and logistics operations
 - Coordinate shipment schedules and ensure clear communication throughout the transport process
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2. Customs, Storage & Transport

- Coordinate customs declaration and clearance processes for incoming goods
 - Arrange transportation of relief goods to warehouses, storage facilities, or operational locations within the disaster area
 - Manage storage operations for containers, warehouses, and relief supplies
 - Coordinate handling and management of containers following unloading or usage
 - Track stored inventory, including quantities, locations, and availability of goods
 - Ensure storage systems are organised, secure, and accessible
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3. Aid Control & Operational Coordination

- Communicate regularly with the Team Leader and Aid Distribution Coordinator regarding operational needs and supply requirements
 - Monitor and control the disbursement of relief items
 - Work together with Aid Distribution to maintain accurate entries in the Logistics and Distribution tool for all donated, stored, and distributed items
 - Identify logistical opportunities to transport additional aid and supplies into the disaster area
 - Coordinate transport and logistics collaboration with partner organisations and external agencies where appropriate
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4. Logistics Planning & Problem Solving

- Anticipate logistical challenges and develop practical solutions in dynamic field environments
 - Assist with planning transport routes, storage systems, and operational workflows
 - Monitor supply movement to minimise delays, losses, or operational disruptions
 - Support operational continuity through organised and proactive logistics coordination
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Leadership Framework Expression

Heart of the Leader: CHARACTER (Heart)

Actively growing in your love for God by:

- Demonstrating faithful stewardship and responsibility
- Serving others through organised and dependable operational support
- Remaining calm, resilient, and solution-focused under pressure

Expressing God's love for others by:

- a) Supporting the team through reliable logistical coordination
- b) Working collaboratively with local contacts, partners, and organisations
- c) Treating all people with respect, humility, and integrity

Coach – Supports team members and operational partners through practical guidance and coordination

Direction Setter – Maintains structure, organisation, and accountability within logistics operations

Change Agent – Adapts quickly to changing operational realities and logistical challenges

Spokesperson – Represents the organisation professionally with customs officials, transport providers, and partner organisations

Measures of Fruitfulness

- Effective and timely shipment and delivery of relief goods
- Accurate inventory tracking and accountability systems
- Smooth customs, transport, and storage operations
- Strong coordination with Aid Distribution and operational teams
- Reduced logistical delays and operational disruptions
- Organised documentation and reporting for logistics activities

Requirements for the Role

Schooling / Knowledge / Experience

- Strong communication and organisational skills
- Experience with logistics, shipping, warehousing, or supply chain operations
- Strong perseverance and practical problem-solving ability
- Ability to coordinate multiple operational processes in challenging environments

Supplied by GAIN

- Knowledge of the work of GAIN / PowerTo Change Australia
- DART training
- Field trip experience
- Internship opportunities
- Ongoing refresher training

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
 - Operationally demanding role involving logistics coordination and field problem-solving
 - Requires flexibility, resilience, strong organisational ability, and adaptability under pressure
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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.