



REVEALING HOPE
RESTORING LIFE

Role Title & Details

Role Title: Staff Care 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 care for, coordinate, and support DART team members, incoming personnel, volunteers, and visiting experts throughout field deployments. The Staff Care Coordinator ensures that individuals are welcomed, briefed, supported, and cared for effectively, while also assisting the Team Leader with base camp coordination and people-focused logistics.

Purpose of the Role

To strengthen team wellbeing and operational effectiveness by providing practical care, coordination systems, and relational support for all personnel involved in the mission.

Primary Contributions

- Well-supported DART members, volunteers, and incoming personnel
 - Smooth coordination of team rotations, arrivals, and departures
 - Practical support systems for accommodation, food, transport, and translation needs
 - Improved team wellbeing, morale, and unity through consistent care
 - Effective base camp support in collaboration with the Team Leader
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Key Responsibilities

1. Personnel Coordination

- Coordinate with the Lead Agency DART secretary regarding team rotations, including incoming and outgoing members
- Coordinate incoming teams, volunteers, and individual experts joining the field operation
- Support the Team Leader in briefing new team members upon arrival in the field

- Organise airport transfers, including arrivals, pickups, and departures
 - Maintain clear records and communication regarding personnel movements and schedules
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2. Team Support Infrastructure

- Provide and coordinate essential team support systems including accommodation, meals, transportation, and translators
 - Support the Team Leader in base camp organisation and management
 - Ensure practical needs of team members are met in a consistent and organised manner
 - Assist in maintaining a safe, functional, and supportive base camp environment
 - Coordinate logistics that enable smooth daily operations for all personnel
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3. Wellbeing & Team Culture

- In cooperation with the Spiritual Guidance Coordinator, support the wellbeing of team members through care, encouragement, prayer, and emotional support where appropriate
 - Help organise regular devotions, prayer times, and recreational or rest activities
 - Assist in fostering a healthy, supportive, and unified team culture
 - Support the Team Leader in communicating and reinforcing the team code of conduct
 - Monitor team morale and help address wellbeing concerns proactively
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4. Communication & Coordination

- Maintain clear communication with the Team Leader regarding team needs, wellbeing, and logistical requirements
 - Coordinate with other team roles to ensure smooth integration of personnel into field operations
 - Provide updates regarding arrivals, departures, and personnel movements
 - Support conflict resolution and team cohesion where necessary
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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, compassion, and faithfulness
- Demonstrating care, patience, and integrity in all relationships
- Valuing people and prioritising their wellbeing

Expressing God's love for others by:

- a) Caring for team members with respect and dignity
- b) Supporting unity and harmony within the team
- c) Serving practically to meet the needs of others in challenging environments

Coach – Encourages and supports team members in wellbeing, adjustment, and integration

Direction Setter – Maintains structure and organisation for personnel coordination and base camp operations

Change Agent – Responds flexibly to changing personnel needs and field conditions

Spokesperson – Represents the organisation professionally to incoming teams, volunteers, and partners

Measures of Fruitfulness

- Smooth coordination of team rotations, arrivals, and departures
 - Well-supported and cared-for personnel throughout deployment
 - Strong team morale, unity, and wellbeing
 - Effective base camp operations and support systems
 - Clear communication and organisation of personnel logistics
 - Positive integration of volunteers, experts, and incoming teams
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Requirements for the Role

Schooling / Knowledge / Experience

- Strong organisational and coordination skills
 - Demonstrated servant-hearted attitude and care for people
 - Ability to manage multiple personnel and logistical needs simultaneously
 - Experience in team coordination or people-focused roles is beneficial
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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 demonstrate intercultural competence
 - Good physical health
 - Psychological stability and resilience
 - Strong teamwork capacity
 - Flexibility and short-term availability
 - Stable and supportive personal environment
 - Willingness to fulfil duties faithfully and professionally
 - Readiness to deploy to disaster areas for at least 3 weeks; ideally 4 weeks to 3 months
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Nature of the Appointment

- Field-based disaster response assignment
 - Requires deployment to disaster-affected regions
 - Relationally and operationally demanding role involving personnel coordination and care
 - Requires flexibility, resilience, strong interpersonal skills, and adaptability 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