Team Assistant – 2027 World Transplant Games

Transplant Australia is now calling for expressions of interest from suitable candidates for the volunteer role of Team Assistant for the Australian Team attending the 2027 World Transplant Games.

Role Summary

The Team Assistant supports the Team Coordinator by coordinating the administrative and logistical work required to keep the Australian Team organised, informed and prepared throughout the lead-up to and during the 2027 World Transplant Games.

The role provides practical administrative support, assists with team communications and coordination, and helps ensure participants have access to the information and assistance they need for a positive Games experience.

Role Criteria

EOI's open 1 November 2026 and **close 22nd November 2026,** for an appointment term of 1 December 2026 through to 1 September 2027.

Applicants must meet the following eligibility requirements:

- Must not be a *competing* participant at the 2027 World Transplant Games.
- Previous experience attending a World Transplant Games is desirable but not essential.
- Experience in administration, event coordination, team support or volunteer management is desirable.

Position type: Volunteer

Travel requirements: Travels with the Australian Team, arriving two days before the Games commence and departing two days after the Games conclude. 2027 World Transplant Games 1st – 8th August 2027.

Volunteer benefits and support: Transplant Australia will provide:

- Registration costs fully covered.
- Accommodation costs fully covered.
- A $2,000 AUD allowance towards flights and travel insurance, where flights are booked through Sportslink.
- A meal allowance per trip will be supplied.

The Team Coordinator is expected to work collaboratively with Transplant Australia and operate within approved budgets, policies and delegation arrangements.

Key responsibilities

1. Administrative coordination

- Track participant registration, accreditation, uniform orders and other administrative requirements.
- Maintain accurate and up-to-date team records and participant information.
- Assist with the collection and distribution of relevant team documentation.
- Maintain records of team meetings, attendance, decisions and outstanding actions.
- Assist with administrative enquiries and follow-up with participants.

2. Travel and logistical support

- Assist with travel and accommodation coordination where these arrangements fall within Transplant Australia's responsibility.
- Support the distribution of event schedules, transport information and accommodation details.
- Assist with on-site coordination, including team briefings, meeting arrangements and participant enquiries.
- Help coordinate team activities and operational requirements during the Games.

3. Team communications and support

- Assist the Team Coordinator with team communications before and during the Games.
- Help ensure participants receive timely information about key dates, deadlines, schedules and arrangements.
- Respond to routine participant enquiries and direct more complex matters to the Team Coordinator.
- Support a welcoming, inclusive and organised team environment.

4. Deputy and operational support

- Act as deputy to the Team Coordinator when delegated or when the Team Coordinator is unavailable.
- Assist with day-to-day team coordination and operationals within the agreed delegation.
- Communicate emerging concerns, incidents or risks to the Team Coordinator and, where necessary, directly to the TA Team Lead.
- Maintain appropriate records of decisions and actions undertaken when acting as deputy.

5. Reporting and accountability

- Provide regular updates to the Team Coordinator regarding administrative and logistical matters.
- Escalate outstanding issues or concerns that may affect participants or team operations.
- Work within approved budgets, policies and procedures.
- Maintain confidentiality when handling participant information.

6. Post-Games review

- Assist with collecting participant feedback and post-Games information.
- Support the preparation of administrative records and reporting.
- Identify opportunities to improve future team coordination and participant experiences.

Responsibilities may vary following appointment of full Australian Team Staff structure to best reflect skills and experience.

Key attributes and experience

The successful applicant will demonstrate:

- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Attention to detail and the ability to manage competing priorities.
- A practical, proactive and solutions-focused approach.
- Confidence working with diverse groups of people.
- The ability to work collaboratively and independently.
- Discretion when handling personal and confidential information.
- A commitment to creating a positive and inclusive team environment.

Reporting relationship

The Team Assistant reports to the Team Coordinator and works collaboratively with the designated TA Team Lead, TA Team Operations Manager and other appointed team management personnel.

Expression of Interest

Interested applicants are invited to submit an online Expression of Interest form outlining their relevant experience, organisational and communication skills, availability and interest in supporting the Australian Team.

Appointments will be made by Transplant Australia based on experience, suitability, availability and the needs of the Australian Team.

For questions and enquiries – please contact Emmy O'Neill on sports@transplant.org.au