Team Coordinator – 2027 World Transplant Games

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

Role Summary

The Team Coordinator is responsible for leading and coordinating the Australian Team at the 2027 World Transplant Games, supporting its preparation, participation, conduct and overall experience.

The role provides a central point of contact for Australian team members and works closely with Transplant Australia and the appointed Team Lead, Team Operations Manager and Team Assistant to ensure the team is informed, supported, organised and able to make the most of their Games experience.

The Team Coordinator will help foster a positive, inclusive and supportive team environment that reflects Transplant Australia's values and represents Australia with pride.

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 have previously attended a World Transplant Games.
- Must not be a *competing* participant at the 2027 World Transplant Games.
- Previous experience in team leadership, management, volunteering, event coordination or supporting transplant recipients is desirable.

Position type: Volunteer

Travel requirements: Travel 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 the following support:

- Registration costs fully covered by Transplant Australia.
- Accommodation costs fully covered by Transplant Australia.
- 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. Team leadership and communication

- Act as the primary contact between Australian team members and Transplant Australia/Team Management.
- Lead team briefings, meetings and communications before and during the Games.
- Establish a positive, inclusive and supportive team environment.
- Ensure team members receive timely and accurate information.

2. Team preparation and coordination

- Coordinate participant information and registration follow-up, as required.
- Support the coordination and distribution of team apparel.
- Communicate event schedules, key deadlines, team activities and important arrangements.
- Ensure team members understand expectations, behaviour standards and relevant policies.
- Communicate emergency procedures and important operational information.

3. Team welfare and support

- Monitor the general welfare and experience of Australian team members.
- Identify and raise emerging medical, accessibility, interpersonal or logistical concerns.
- Help ensure participants feel welcomed, included, supported and connected.
- Escalate concerns requiring additional support or intervention to Transplant Australia.

4. Conduct, risk and incident management

- Support the consistent application of team policies and expected standards of behaviour.
- Promptly escalate complaints, safeguarding matters, significant incidents and identified risks.
- Coordinate the team's response to changes in event schedules, transport, accommodation or other operational arrangements.
- Maintain decision and incident records where required.
- Work within Transplant Australia's approved risk management and incident reporting frameworks.

5. Reporting and accountability

- Provide regular updates to the designated Transplant Australia Team Lead, including confirmation when there are no significant issues to report.
- Seek guidance and approval where decisions fall outside the agreed delegation.
- Work within the approved budget and communicate any anticipated additional costs or operational concerns.
- Maintain open and professional communication with Transplant Australia throughout the appointment.

6. Post-Games debrief and evaluation

- Participate in the post-Games debrief process.
- Provide feedback on the Australian team's experience, including successes, challenges and opportunities for improvement.

- Identify recommendations to strengthen future World Transplant Games team management 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:

- Previous experience attending a World Transplant Games.
- Strong communication and interpersonal skills.
- Leadership and the ability to bring people together.
- Good organisation, planning and problem-solving skills.
- The ability to remain calm and make sound decisions in changing environments.
- A commitment to inclusion, participant welfare and positive team culture.
- The ability to manage sensitive information with discretion and confidentiality.
- A collaborative approach and willingness to work within Transplant Australia's policies and procedures.

Reporting relationship

The Team Coordinator will report to the designated Transplant Australia Team Lead and Team Operations Manager and work collaboratively with Transplant Australia staff and other appointed team management personnel.

Expression of Interest

Interested applicants are invited to submit an online Expression of Interest outlining their previous World Transplant Games experience, relevant leadership or coordination experience, and suitability for the role.

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