



Leadership

Summary: responsible for the DART team and fulfillment of the mission plan, under the guidance of a GAIN director

Detailed description: As team leader, you have the authority in and responsibility for decisions for the DART team, but you also work under the authority and advice of the GAIN director of the Lead Agency. The team leader should be aware of and approve all actions of the team. All DART-relevant information must be made known to him/her. S/he is responsible for the entire team, and plans and coordinates the tasks. S/he will achieve this through daily briefings with the team members. S/he is furthermore responsible to care for the security of the team members. The team leader may also be part of the assessment team.

Main tasks:

- the success of the mission during the time period for which you are deployed
- submit a plan and report to the Lead Agency on a regular basis
- fulfil the plan
- sign off on expenses

Activities (this is not an exhaustive list):

- the overall responsibility for the DART team for personnel, finances, material resources and operations during the mission
- responsible for collecting information, making an action plan, filling out the action log, planning, monitoring, evaluating, adapting
- divide and provide clarity of tasks amongst team members
- ensure all team members are successfully doing their roles according to their role descriptions
- conduct regular meetings and briefings with the team as a whole, and with sub-groups and individuals as necessary
- overall responsibility for the security and wellbeing (physical, psychological, emotional, spiritual) of the DART members and volunteers
- set a code of conduct that is clearly communicated to each member
- stay in close contact with the GAIN director of the Lead Agency (via the DART secretary), schedule regular calls, emails, Skype, etc. as necessary
- overall responsibility for reports and communication
- together with the GAIN director of the Lead Agency, draw up a list of all needs and activities in the disaster situation
- the authority and responsibility to halt an activity (e.g. distribution) in case of a dangerous situation for the team
- the authority and responsibility to recommend (to the GAIN director) pulling out of a disaster zone as a result of impending danger
- the initial contact person for the local partner organization, you also connect with external contacts, and actively network (alongside the local partner); you take care of agreements with key partners and other organizations
- build relationship(s) with the local partner and ask if/how they need help
- the final decision-maker in the field and have the last word in a dispute
- a mediator in conflict situations