

Position Description:

Communications Manager



About St Jude's

St Jude's is an evangelical Anglican church in inner Melbourne, welcoming all kinds of people: young and old, families and singles, students and workers who come from Victoria, interstate and overseas. We are a contemporary church that seeks to engage with the world, sees the Bible as God's word and authority in all matters of life and faith, and has an emphasis on reformed evangelical theology.

We worship in 6 congregations, across two main campuses (in Carlton and Parkville) and at the Carlton Housing Estate. We're prayerfully expectant that our continued growth will mean new congregations and church plants in the coming years. The pastoral leadership team and ministry operations team serve together under the leadership of the Vicar and Parish Council. Our vision is *to be a church for the whole person, the whole community, the whole city and the whole world as we proclaim the gospel of the Lord Jesus Christ*. More about our church can be found at stjudes.org.au

The Role

The Communications Manager (CM) will lead communications strategy and projects for St Jude's. This will include supporting and leading volunteers to exercise their gifts in this area, as well as working collaboratively with the ministry staff team. The CM will be a leader with the ability to raise up, train and support team members and leaders, and to develop appropriate systems to maintain and grow ministry.

We're prayerfully expectant that as our church continues to grow, we will face an ongoing need to build communication and media systems to respond to that growth and reach more people with the gospel. The CM will play an important role in this growth of our ministry and administrative structures and our church.

Key Responsibilities

This position has these main areas of responsibility:

1. External Communications

Lead and shape St Jude's digital presence, primarily through our website and social media. Develop our capability to engage new people online and improve our pathways from online engagement into church membership. Oversee the strategy and execution of our weekly service livestream (which currently reaches about 150 people per week).

2. Internal Communications

Oversee communication within the life of our church to facilitate discipleship, fellowship and congregational life. Partner with ministry staff to develop effective communication through digital and other channels. Oversee the use of our church database, including gathering ministry-focused data in order to serve our members and ministries.

3. Design & Media

Oversee the development of coherent and excellent design elements for our services, digital communication and other needs. Engage volunteers and build teams for creation of media and design assets.

Key Attributes & Criteria

We are seeking a leader with:

- Personal godliness, a heart for the local church and a passion to use their skills in communication and media to reach others
- A degree in communications, media, or related field, or at least 3 years experience in communications
- Proficiency in design software such as Photoshop, Illustrator etc.
- Excellent written and oral communication skills
- Proven ability to take projects from beginning to end
- Ability to manage multiple projects and work in a fast-paced environment
- Strong people skills and ability to engage and support volunteers
- Ability to reflect theologically on their responsibilities and tasks (tertiary theological training is not a requirement of this role)

Conditions of Employment

- This is a part-time role, 2 to 3 days per week, with flexibility for negotiation with the suitable candidate.
- The appointment is for a two-year term, with the possibility of extension. A performance review will be conducted after six months.
- Remuneration: A suitable wage will be negotiated with the successful applicant, based on qualifications and experience, in accordance with diocesan guidelines and relevant employment standards. An additional 12% superannuation will be paid.
- St Jude's provides four weeks of annual leave (pro rata).
- The successful applicant must adhere to the St Jude's Code of Conduct and the Anglican Diocese of Melbourne Safe Ministry protocols and codes of conduct.
- This position is available from September 2025.
- The position reports to the Operations Manager.

To Apply

If you're interested in this role, we'd love to hear from you. Please reach out to John Forsyth (Vicar) at jforsyth@stjudes.org.au to ask questions or for an informal conversation. To apply for this role please send:

- your current resumé
- an application letter addressing the role description and the key attributes and criteria
- at least 2 referees familiar with your relevant experience and skills

to jforsyth@stjudes.org.au.