

Position Description:

Communications Coordinator

STATUS	Part-Time (2-3 Days Per Week) *(Fulltime opportunity could exist for the successful candidate with relevant skillset)
REMUNERATION	As per ACSQ Diocesan MRS Scales OR Award
LOCATION	Toowoomba, Australia
REPORTS TO	Office Administrator
PROBATION	3 Months

About our Church

St Bart's is an evangelical Anglican church that's passionate about making, maturing, and multiplying disciples of Jesus. We long for people to encounter God's love, put their trust in Jesus, and keep growing as life-long and whole-of-life disciples. We're a diverse community—in age, ethnicity, and background—with four congregations and two sites, with over 600 people worshipping each Sunday across the Darling Downs and Brisbane.

We're prayerfully expectant that our continued growth will mean new congregations and church plants in the coming years. The ministry team serves together under the leadership of the Senior Minister and Parish Council. Our mission is to make, mature and multiply disciples of Jesus Christ, we express our life in five key rhythms: Pray, Gather, Grow, Give and Serve. More about our church can be found at stbarts.com.au

Role Summary

In order to resource and support our mission, we are currently seeking to appoint a part-time* Communications Coordinator. The overall purpose of this role is to oversee our communications, coordinate high-quality design, and extend our digital reach. This person will also oversee the implementation of a refreshed visual identity.

This will include responsibility for weekly communications, socials and social presence, broader stakeholder engagement and managing the sharing of our high-quality, biblically-based resources, to help enable our mission. 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.

Purpose

The Communications Coordinator will oversee our communications to help us make and mature disciples of Jesus Christ. It will resource our team with high quality design and marketing materials, and work with our ministry team and volunteer leaders to better promote ministries and key events. The role will be responsible for our website and social media presence, and help achieve our mission through the delivery of print and digital materials.

Key Responsibilities

Internal Communications

- Write and oversee weekly church-wide communication, including the NEWS for Sunday updates, ministry announcements, and service information to ensure clarity and consistency across all gatherings (Toowoomba, Brisbane, and online).
- Support ministry leaders (Kids, Youth, Alpha, Training Centre, Small Groups, Leadership Local, etc.) by preparing and distributing timely information, event details, and resource updates.
- Develop a Communication Strategy, in collaboration with the Ministry Team, and Annual Plan to communicate key information via regular channels (e.g., printed weekly NEWS, weekly eNewsletter, website, and Facebook) that support the planned activities and mission of St Bart's.
- Analyse communication effectiveness to improve future communication strategies.
- Engage volunteers and build teams for creation of media and design assets.

Internal Communications

- Serve as a primary communication contact for external enquiries via email (hello@stbarts.com.au), phone, and website contact forms.
- Maintain consistent messaging with external partners, suppliers, community organisations, and diocesan bodies.
- Support stakeholders across a range of audiences.
- Prepare and distribute media releases or public announcements when required.
- Ensure brand consistency across all external communication, reflecting St Bart's identity as an evangelical Anglican church that is welcoming, diverse, and centred on Jesus.

Social Media & Digital Presence

- Manage St Bart's social media platforms, ensuring regular, engaging, and mission-aligned content across Facebook, Instagram, YouTube, and other channels.
- Create and curate content such as sermon highlights, event promotions, ministry stories, volunteer features, and discipleship resources.
- Collaborate with ministry teams to capture photos, videos, and stories that reflect the life of the church across gatherings and ministries.
- Maintain website content accuracy, updating service times, events, sermon resources, and ministry information.
- Support livestream and online gathering communication, ensuring clarity around service access, schedules, and digital resources.
- Track analytics to evaluate reach, engagement, and effectiveness of digital communication strategies, provide regular reporting and analysis on website usage trends.

General Responsibilities

- Uphold St Bart's communication tone—warm, clear, gospel-centred, and welcoming.
- Ensure accessibility and clarity across all communication formats.
- Contribute to creative planning for major seasons (Christmas, Easter, Alpha launches, sermon series).
- Support the production of printed materials, signage, and promotional assets.
- Work collaboratively with staff and volunteers, especially those involved in media, tech, and ministry coordination.
- Willingly step into non-communications activities and tasks when needed to serve the broader mission of the church.

Qualifications & Requirements

Essential Requirements

- *Mature Christian faith and personal character.*
- *Agreement with the church's statement of faith and core values.*
- *Relevant experience, education, or training in branding, marketing strategy, social media management, content creation, and/or digital communications*
- *Required clearances (e.g., Working With Children Check / Police Background Check).*

Preferred Qualifications

- *Specific software or administrative skills (e.g., ChurchSuite).*
- *Strong visual design instincts with the ability to create modern, engaging, and effective communication materials.*
- *Prior leadership or specialised degree (e.g., marketing or design).*
- *2 years minimum experience in a communications and design related position (or a suitable graduate).*

Selection Criteria

- Meet all requirements for safe ministry check.
- On board with vision of St Bart's (especially that described in VISION 2032).
- Mature and prayerful Christian with a passion for Jesus.
- Strong ability to work as a member of the team.
- High level of creativity, being able to think out of the box.
- Experience in branding, marketing strategy, social media management, content creation, and digital communications
- Proven track record in multimedia and graphic design.
- Excellent interpersonal and written communication skills.
- Ability to handle multiple tasks simultaneously and be highly organised, flexible, and personable.
- Proficient with the Adobe Creative Suite.

To Apply

If you're interested in this role, we'd love to hear from you. Please reach out Adam Lowe (Senior Minister) at adam@stbarts.com.au or call on 0410 512 782 to ask questions or for an informal conversation.

To apply for this role please send:

- your current Curriculum Vitae
- a cover letter addressing the role description and the key attributes and criteria
- at least 2 referees familiar with your relevant experience and skills

To adam@stbarts.com.au on November 20, 2026

St Bart's Anglican Church Toowoomba
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