



# Systems & Communications Manager

**Hills Baptist Church**

**Location:** HBC Central

**Status:** 0.8 FTE – Permanent (subject to annual review)

**Applications close:** Midnight, Sunday 9 November

## **Our Vision:**

At Hills Baptist Church, our heart is to see Jesus Glorified, Lives Transformed, and Hope Revealed. We are a growing community seeking to live out this vision in all we do, empowered by the Holy Spirit.

## **About the Role:**

We are seeking a highly organised and motivated Systems & Communications Manager to build efficiency, accountability, and effectiveness across Hills Baptist Church operations.

Reporting to the Business Manager, this role plays a key part in supporting the mission of disciple-making (Matthew 28:19) through the management of systems, communications, and administrative functions.

## **Key Responsibilities:**

- Oversee and manage church systems, databases (Elvanto), and IT processes.
- Support staff and volunteers in the effective use of technology and systems.
- Coordinate stakeholder communications across HBC, including website and newsletter management.
- Oversee media and design functions and ensure consistency with HBC's brand strategy.
- Work with the Senior Pastor, Business Manager, and external partners to implement key communication initiatives, such as the Bollen Road Build project.
- Support administration processes that enable staff and ministry teams to thrive.

### About You:

You'll be a person of integrity and faith, committed to following Jesus and demonstrating servant leadership. You will bring:

- Strong organisational, administrative, and communication skills.
- Experience in systems management, digital communications, or similar roles.
- Confidence working both independently and as part of a team.
- A proactive, adaptable, and teachable approach.
- Competence in Microsoft Office and familiarity with church database platforms (e.g., Elvanto or similar).

### Additional Requirements:

- Valid DHS Working with Children Check.
- Completion (or willingness to complete) Child Safe Environments training.
- Occasional work outside standard office hours may be required.

### Why Join Hills Baptist Church?

You'll be part of a vibrant, Christ-centred team passionate about making disciples and transforming communities. We value collaboration, authenticity, and a heart for the Kingdom.

### How to Apply:

[Click here for the full job description.](#) To apply, please submit the following by midnight on Sunday 9 November:

- A cover letter expressing your interest in the role, and
- A current CV

Applications should be directed to the **Business Manager** and emailed to [office@hillsbaptist.com](mailto:office@hillsbaptist.com)