Position Description

Community and Student Care Worker (Female Residential Students)

Department/Team	Community and Student Care
Employment Basis	Part-Time, 0.4 FTE
Location	Sydney, NSW Australia
Reports to	Director of Community and Student Care
Effective November 2026	Version 1.1

Overview of Sydney Missionary and Bible College

Located in Sydney's cosmopolitan Inner West, SMBC is approved by the Australian College of Theology to offer a variety of courses at undergraduate, graduate and postgraduate level. SMBC provides a flexible approach to learning, offering full-time and part-time, day and evening, intensive and semester-length options, to meet the needs of Christians from a variety of backgrounds and with a range of ministry goals.

SMBC's vision is to see thousands of loving, skilled graduates bringing the light of Christ to a dark and needy world. For over 100 years, it aims to achieve its vision by creating learning communities through which God prepares his people – theologically, spiritually, and practically – to serve Jesus in diverse contexts and cultures.

Community and Student Care Worker (Female Residential Students)

The primary objectives of this part-time position are:

- Provide student care in individual and group settings to students at SMBC, with a particular focus on **female residential students**.
- Work with management team and residential assistants to coordinate residential student placement, arrivals and departures.
- Identify and respond to residential student needs or issues that may arise in relation to accommodation or communal living.
- Develop opportunities for proactive pastoral care towards female residential students.
- Triage students to appropriate specialist mental health providers and/or other

services as needs arise.
- Engage in regular college calendar events including orientation, graduation and community events.
- Assist with prospective student interviews.
- Assist with Community and Student Care services under the direction of the Director of Community and Student Care, as required.
- Represent the College within the wider Christian community.
- Comply with SMBC WH&S, Privacy and other policies.
- Attend weekly Community Care Team meetings, and other meetings as required.

Contacts/Working relationships

Director of Community and Student Care, Community Care Team (other Student Care Workers), Facilities Manager, Principal, Vice-Principal and Faculty, Chief Operating Officer, Administrative Staff, Property Team, Current and Prospective Students.

Candidate specification

The successful candidate will:

- Be a mature Christian woman and member of a local church.
- Live a lifestyle consistent with Christian standards of holiness in providing an example to students and staff.
- Always maintain confidentiality, tact and diplomacy.
- Demonstrate commitment to the Vision, Mission and Values of SMBC.
- Be teachable, approachable and open to evaluation by students and peers.
- Have excellent oral and written communication skills.
- Possess sound time management skills and demonstrated capacity to manage multiple projects.
- Possess flexibility in approach.
- Possess a current valid Working with Children Check and currency of Safe Ministry Training.

Knowledge/Skills/Experience required:

- Experience serving/working in church and/or student settings. Experience in cross-cultural mission an advantage, but not essential.
- Demonstrated experience in pastoral care and discipling.
- Demonstrated understanding of the specific pressures and pastoral concerns arising in a residential college setting.
- Demonstrated experience working collaboratively in teams.
- Willingness to annually affirm the SMBC doctrinal statement.
- Qualifications in theology and/or ministry.
- Training in counselling or mental health are desirable, or willingness to undertake further training in this area.
- Sound administration and organisational skills.
- Proven experience in problem solving and decision making.

Application details:

To apply, please send your CV and cover letter to jobs@smbc.edu.au

Applications close 11 December, 2026.