

ST JAMES' INSTITUTE

A program of St James' Church, King Street, Sydney

POSITION DESCRIPTION

DIRECTOR OF THE ST JAMES' INSTITUTE (Part-time)

The Parish of St James' wishes to appoint an inspiring and collaborative Director (lay or ordained) with a strategic, creative and entrepreneurial approach to leading and developing the St James' Institute into the next phase of its life.

The St James' Institute has developed into an effective and highly appreciated aspect of parish life at St James' King Street and more broadly throughout the City and Diocese. The Institute seeks to build on its successes to date to ensure a sustainable future with a broad support base, an expanded range of activities, and diverse methods of delivering its programs.

The position offers the Director a high-profile platform to develop in professional ministry and contribute to the life of the Church, nationally and internationally.

St James' Institute

The St James' Institute is an adult educational organisation established in 2007 as part of the ministry of the Parish of St James' King Street, Sydney. The Institute contributes to the mission of the parish by providing an education and spiritual formation programme. Institute activities enable people to explore and develop faith, and to be informed about the place of religion in contemporary society.

The Institute is an inclusive organisation, supporting people from many paths—those seeking God, those questioning faith, and those who wish to be better informed about Christianity. The St James' Institute is deeply engaged in, and committed to, ecumenical and interfaith dialogue.

The Institute's activities include seminars, roundtables, seasonal study groups, tours, and webinars. Its recent annual programmes can be viewed at sjks.org.au/institute. In 2022, the Institute entered a partnership with Trinity College Theological School (Melbourne), enabling tertiary courses in theological education to be offered in Sydney. These are accredited through the University of Divinity.

The Institute's aim:

The Institute's overall aim is to ensure that those who engage in its activities will be better informed, articulate and confident about the Christian faith.

St James' Institute Strategic Goals:

- To provide classical Anglican theological education within Sydney;
- To generate educated discussion of the relevance of religion to pressing cultural issues in Sydney;

- To promote curiosity, peace, and shared learning between people of different religious and cultural worldviews in Sydney; and
- To nurture a learning culture that is accessible to new believers and enriching to parishioners.

Annual program:

The program of activities offered by St James' Institute is structured into five areas:

- Spirituality & Christian living;
- Engaging with Scripture;
- Anglicanism;
- The Christian faith;
- Christianity and contemporary issues.

The Institute is Governed by a Board of Management to assist and support the Director in the planning, delivery and management of its activities. Its membership comprises people from St James' Parish and from other parishes in order to reflect the Institute's broader outlook and outreach.

St James' Parish

St James' Church is a significant Sydney institution. The church building has historic importance as the oldest ecclesiastical building in the city, a fine example of colonial Georgian architecture designed by Francis Greenway and built from the time of Governor Macquarie. The Parish is a focus for Anglican worship with a strong liturgical tradition, supported by an accomplished choir and associated musical program. Other Parish activities align with its mission to engage with the wider Sydney city community, including through long-established links with the legal profession, the Arts community, the Sydney Hospital, NSW Parliament, and other groups, and the provision of some social services to the homeless. In 2024 St James' King Street celebrated the 200th anniversary of consecration.

The Parish has a Mission Statement and a Five Year Plan that provide the context for its work.

The Parish Vision: To bring God's presence, activity and blessing to the people of Sydney and beyond.

The Parish Mission: Our mission is to transform lives with the love of God through the five ministries of the New Testament church: proclamation; teaching; worship; service; community.

Duties of the Director of the St James' Institute

Reporting to:	The Rector
Purpose:	To lead, curate and manage the operations and activities of the Institute, both as a Parish education program and an outreach program to the City of Sydney and beyond, through learning, debate and other activities that nurture an understanding of, and confidence in, the Christian faith and living, from a traditional Anglican perspective.
Governance:	The St James' Institute is overseen by a Board of Management which is a sub-committee of the St James' Parish Council.
Hours:	0.5 to 0.7 FTE
Location:	The role is based on-site in Sydney, NSW, at the St James' Church King Street and Parish Office (St James' Hall), as an integral part of the Parish Office and Leadership team.

Key Tasks:

1. To provide overall strategic direction to and leadership of the St James' Institute, and in particular to:
 - Work actively and closely with the Rector and other clergy of the Parish, and be an effective and contributing member of the Parish senior management team,
 - Work with the Churchwardens and Treasurer on the development of strategic plans, annual business plans, and annual budgets, and to report regularly to the Wardens and Parish Council,
 - Work closely with the Parish Staff to keep them informed of, and involved in, the activities of the Institute,
 - Maintain high standards and focus in the program of activities,
 - Coordinate the evaluation of each year's program.
2. To curate, develop, deliver and manage the annual program of activities, including the design of individual activities, the engagement and briefing of presenters, and the making of all marketing and logistical arrangements, built around the following areas:
 - 2.1 Spirituality and Christian living;
 - 2.2 Engaging with scripture;
 - 2.3 Anglicanism;
 - 2.4 The Christian faith; and
 - 2.5 Christianity and contemporary issues.
3. To promote and raise the profile of St James' Institute through a range of initiatives, including marketing of the program of activities,
4. To maintain and develop networks of supporters and potential supporters for the Institute, particularly beyond the Parish, including developing relationships with other like-minded organisations and with key organisations in the City of Sydney community,

including with the legal profession, other city churches and faith organisations, the arts community, NSW Parliament, and the neighbouring organisations in the Macquarie Street cultural precinct.

5. To foster the formal partnership with Trinity Theological School, Melbourne, and to develop informal relationships with other educational organisations and networks,
6. To be accountable to the Parish Council and provide a regular report to Parish Council meetings over the course of a year, in line with the Parish Council's reporting cycle.

Desirable skills and experience:

1. Experience, acquired directly or indirectly, in the development and presentation of theological and educational programs,
2. Excellent written and verbal communication skills,
3. Organisation and administrative skills, particularly in relation to basic IT systems, social media, financial management and reporting,
4. Skills and experience in events management,
5. An understanding of marketing principles and practices,
6. Demonstrated creativity and innovation in the formulation of educational strategies, and
7. Skills and/or experience in forming and developing relationships in order to advance the Institute's vision and program.

Personal characteristics:

1. A strong Christian commitment and a developed understanding of the Christian faith and spirituality, and of theological issues as they affect individual Christians and their interaction with society,
2. An entrepreneurial outlook, particularly in regard to marketing and networking,
3. Sound organisation and communication skills,
4. Maturity of judgement, and an ability to work independently, collaboratively, and influentially with a wide variety of people and organisations,
5. Both professional and ethical,
6. Self-motivated, proactive, and positive.

Administration:

The incumbent is responsible to the Rector for day-to-day operations and to the Wardens for the financial delegations of the Institute.

The Parish of St James' operates under professional standards policies as set out in the document *Faithfulness in Service*. The Director of the St James' Institute is expected to comply with these policies. <https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>

The position is permanent and is subject to a three-month probationary period.

Application Process

In your application, please respond to the following criteria, outlining your experiences and vision for each task.

1. Curate, lead and manage the operations and activities of the St James' Institute both as a church education program and an outreach program to the City of Sydney (and beyond) through education, debate and other activities that nurture an understanding of the Christian faith and ethos, from a traditional Anglican perspective.
2. Develop and maintain high standards in content and delivery of the program and a focus on the strategic objectives of the Institute and St James' Church.
3. Promote, market and raise the profile of the Institute within the church, the City of Sydney and across Australia as a thought leader.
4. Manage the operations and administration of the Institute within the day-to-day context of the parish.
5. What skills, experiences and ideas would you bring to this position and how would you build on the current success of the Institute?

Applications should include a Cover Letter, current CV and at least two referees. Shortlisted candidates will be invited to interview.

Applications will remain open until the position is filled. It is hoped to have the new Director commence in mid-2025. Applications should be addressed to:

The Rev'd Christopher Waterhouse
Rector of St James' King Street
rector@sjks.org.au
or
Level 1, 169-171 Phillip Street,
Sydney NSW 2000.