

JOB AND PERSON DESCRIPTION:



PRINCIPAL

Organisation	Bible College SA
Location	Malvern, South Australia
Reports to	Bible College SA Board
Direct Reports	<ul style="list-style-type: none">- Finance and Operations Manager- Academic Vice Principal- Personal Assistant- Partnerships and Events Officer- Media and Communications Officer
Key External Working Relationships	<ul style="list-style-type: none">- Australian University of Theology- Major partners and donors- Partner churches, ministries, and ministry networks
Conditions of Employment	<ul style="list-style-type: none">- Full time- Remuneration based on the Educational Services (Post Secondary) Award.- Out of hours and weekend work required, eg. visiting and preaching at partner churches, conferences- Some intra- and interstate travel- Assent to the College's Core Values and Commitments, Statement of Faith, and Code of Conduct (see Appendix).- National Police Check- Current Working with Children Check- Satisfactory referee checks, including from current church pastor

POSITION SUMMARY

Bible College SA is an interdenominational Bible, theology, and ministry training college in Adelaide, South Australia, offering courses accredited by the Australian University of Theology. The College aims to produce biblically grounded, theologically orthodox, ministry competent, culturally engaged graduates of good faith and character for a wide range of gospel service.

The principal should be a follower of Jesus Christ, submitting to the authority of the Bible and striving to live a godly life in keeping with the Scriptures. They should be in regular church fellowship, prayerful, committed to sacrificial service of God's people, and on mission for the lost.

The principal is the primary public face and voice of the College and leads all areas of the College.

KEY RESPONSIBILITIES

- Implementing the strategic and business plans approved by the Board.
- Promoting and enforcing the College's core values and commitments.
- Development and formation of students for local, national, and international ministry.
- Maintaining the quality, compliance, and relevance of the curriculum and student formation.
- Maintaining a faithful and healthy staff team, and providing constructive and future focused leadership to all staff and volunteers.
- Cultivating a positive and supportive College community.
- Overseeing all aspects of the College's business and administrative operations.
- Building positive and productive relationships with key partners and donors.
- Providing timely and accurate reports and advice to the Board.

KEY RESULT AREAS

1. College Culture

- Create a safe learning and pastoral environment for all staff and students which nurtures learning, respect and formation of the College community.
- Ensure the Christian ethos of the staff and students and their ongoing, active commitment to the College's Core Values and Commitments, Statement of Faith, and Code of Conduct.
- Build and maintain an excellent working environment with strong interpersonal relationships and high levels of trust.
- Recruit, develop, and foster a positive College staff team (academic and administrative).

2. Teaching and Research

- Prepare, deliver, and assess units of study approved by the Australian University of Theology.
- Ensure the development and quality of the academic teaching program and the formation program so that they provide a strong foundation for students to succeed and progress in gospel ministry.
- Foster and exemplify high standards of teaching and research
- Provide thought leadership on, and speak into, key theological and cultural issues of the day as appropriate.

3. Business and Operational Management

- Implement the Board approved Strategic Plan and develop and implement the annual business plans.
- Oversee the operations of the College to ensure alignment to its stated values, mission, and goals.
- Ensure the continued solvency, process compliance, financial viability, and operational health of the College.
- Ensure staff, team structure, processes, and systems are efficient and fit for purpose to support progress towards the College's goals.
- Create an environment that fosters staff engagement and high performance.
- Lead long term facility planning to ensure college facilities remain fit for purpose.
- Ensure a safe work environment is provided for staff and maintain compliance with WHS regulations.

4. Partnerships and Development

- Build the College profile and promote its vision and mission in Adelaide and beyond with stakeholders, supporters, members, and donors.
- Represent and promote the College as a centre of excellence for contemporary, biblical ministry training within local and national Christian networks, including preaching and speaking at events.
- Develop constructive relationship with key staff in the Australian University of Theology and other key industry and professional bodies.
- Provide innovative leadership regarding the future of Christian theological and ministry training.
- Actively contribute to the recruitment of future students.
- Build partnerships that grow the financial donor base of the College.

5. Governance

- Work with the Board to develop the College's Strategic Plans and report progress to the Board on the approved Strategic Plan.

- Provide timely and accurate reports to the Board, covering staffing, financial, operational, strategic, and governance matters.
- Develop and maintain the College's Risk Register and provide regular risk reports to the Board.
- Ensure all statutory and legal requirements are met and provide compliance reports to the Board.

KEY PERFORMANCE INDICATORS

- Student Numbers / Full Time equivalent students
- Budget Performance
- Student Satisfaction
- Partnership Engagement
- Staff Satisfaction
- Student Progress / Attrition
- Statutory and Legal Compliance

Note: Annual targets for KPIs listed above will be discussed and agreed with the Principal.

SELECTION CRITERIA

Essential

- Demonstrated and significant experience in a senior leadership position in a similar Christian theological training / academic institution and / or proven experience in organisational leadership.
- Ability to be the primary representative of the College, including a capacity to preach, present at seminars or conferences, and engage widely with stakeholders across the sector.
- Relationally versatile and with high level written and verbal communication skills.
- Understanding of the roles, relationships, and interaction of the Principal and the Board.
- Willingness to build a strong trusting working relationship with the Board.

Highly Desirable

- Significant experience in leading diverse staff and teams across all facets of business and operations.
- Governance skills and experience.
- Demonstrated ability to work strategically and to manage work both individually and collaboratively in a complex and busy environment.

- Experience in developing productive key stakeholder and partner relationships.
- An understanding of the academic compliance and statutory requirements for Bible College SA.
- Innovative leadership and a capacity to develop opportunities that open new markets and grow of the College in line with the Strategic Plan.

Qualifications

- Undergraduate Degree in Biblical Studies, Theology or related area (essential).
- Masters or Doctorate in Biblical Studies, Theology, Christian Ministry or related area (highly desired).

PERSONAL & FAITH ALIGNMENT

- Demonstrated Christian faith and active involvement in a local church.
- Alignment with the College's purpose, Core Values and Commitments, Statement of Faith, and Code of Conduct (see Appendix).

REVIEW & ACCOUNTABILITY

- Performance review conducted annually by the Bible College SA Board.
- Remuneration reviewed annually by the Bible College SA Board.
- Regular reporting to the Bible College SA Board.

Written applications should address result areas and selection criteria outlined in this document and should also include a CV and the contact details of four referees, with one being the applicant's current pastor as the ideal candidate will be a Christian believer of good standing in their local church.

Complete applications should be emailed to principalrecruitment@biblecollege.sa.edu.au by close of business on Friday 1 May, 2026.

APPENDIX

PURPOSE

CORE VALUES AND COMMITMENTS

STATEMENT OF FAITH

CODE OF CONDUCT

PURPOSE

The purpose of Bible College SA is to prepare the next generations of gospel workers for Adelaide, South Australia, and beyond by integrated formation in Bible, Christian theology, and ministry at the highest standards.

CORE VALUES AND COMMITMENTS

We are -

- Christ-centred and biblical
- Focussed on ministry and mission

We prioritise -

- Loving God and all people
- Excellence in education and formation

STATEMENT OF FAITH

WHAT WE BELIEVE

The Bible College of South Australia is orthodox in faith, evangelical in outlook, evangelistic in emphasis and interdenominational in character.

The following fundamentals are strictly held:

- We believe in the Old and New Testaments as inspired of God and wholly trustworthy, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons - Father, Son and Holy Spirit.
- We believe that Jesus Christ was begotten of the Holy Spirit, and born of the virgin Mary, and is true God and true man inseparably joined in one person for ever.
- We believe that men and women were created in the image of God, that they sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all have sinned and fallen short of the glory of God.
- We believe in the personality of the devil and the universality and heinousness of sin.
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
- We believe that salvation is by grace through faith, and that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- We believe in the physical resurrection of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in the return of our Lord Jesus Christ to gather His elect, to manifest His Kingdom in power and glory, and to judge the world in righteousness.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the impenitent.
- We believe that the Church is the company of all who have been born again through faith in Christ and have been formed by His Spirit into one body, of which He is the Head, and that the Church is commissioned to go into all the world and proclaim the good news of salvation.

CODE OF CONDUCT

The life of Bible College SA is underpinned by a firm commitment to the person and work of Jesus Christ as revealed in the Bible. This commitment shapes the educational community of staff and students. Our community pursues truth and excellence with grace and diligence, treats people and ideas with love and respect, and thinks critically and constructively about complex issues. This is all reflective of our Core Values and Commitments, which include that:

- We are Christ-centred and biblical;
- We prioritise loving God and all people.

Bible College SA is made up of Christian staff, Board directors and general members who, along with students choosing to study with us, agree to participate in a community that strives to live according to these values and the biblical precepts that underly them. We believe that this best enables the College to fulfil its mission and achieve its aspirations, just as it brings the greatest glory to God and the greatest blessing to the whole community and those with whom we interact.

This Code of Conduct is intended as a guiding framework for a distinctive community that acknowledges and respects the College's Statement of Faith and its strategic purpose. As members of this community we willingly place ourselves under obligations to one another, as we agree to relational bonds with reciprocal benefits and mutual responsibilities. We strive to achieve respectful and purposeful unity that aims for the advancement of all, recognising the diversity of viewpoints, life journeys, stages of maturity and roles that exist within the Bible College SA community.

Because the College holds its Core Values and Commitments strongly and takes this Code of Conduct seriously, consequences for breaches of this Code of Conduct can include the initiation of formal processes including those directed toward termination of employment, expulsion, or cancellation of membership as relevant.

COMMUNITY LIFE & EXPECTATIONS

Being a part of the community at Bible College SA involves a commitment on the part of all members to embody attitudes and to practise actions identified in the Bible as good and to avoid those which are not. Such a distinctly Christian way of living finds its fullest expression in Christian love, which was exemplified fully by Jesus Christ, and is characterised by humility, self-sacrifice, mercy, justice and mutual submission for the good of others.

Members of the Bible College SA community, therefore, commit themselves to:

- Cultivating Christian virtues, such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, compassion, humility, forgiveness, peacemaking, mercy, and justice;

- Living lives characterised by honesty, civility, truthfulness, generosity, and integrity;
- Communicating in ways that build others up, according to their needs, for the benefit of all;
- Treating all persons with respect, fairness, and dignity;
- Being responsible citizens, both locally and globally, who respect authorities, submit to the laws of this country (other than where they would force a compromise of the Christian faith), and contribute to the welfare of society and creation;
- Exercising careful judgement in all lifestyle choices, and taking responsibility for personal choices and their impact on others;
- Encouraging and supporting other members of the community in their pursuit of these values and ideals, while extending forgiveness and healing to one another;
- Being familiar with, and abiding by, the relevant policies and procedures of the College and the Australian University of Theology (AUT);
- Respecting each individual's privacy;
- Avoiding all forms of academic misconduct;
- Using email, social media, Moodle (or other learning platforms), and the internet appropriately;
- Being reliable in financial commitments and other responsibilities to the College;
- Following work, health, and safety guidelines;
- Being above reproach in the area of relationships, recognising that the Bible only permits sexual intimacy between a man and a woman who are properly married;
- Disclosing if they are subject to any form of criminal investigation–this must be done by notifying the Principal of Bible College SA of the situation as soon as possible;
- Seeking to maintain a healthy, safe, considerate, and welcoming environment for all.

All community members agree to avoid:

- Communication that is destructive to the Bible College SA community life and the interpersonal relationships of its people, including any gossip, slander, and vulgar or obscene language;
- Behaviour that might reasonably be perceived as sexual, racial, ability, or gender-based harassment, bullying, or intimidating;
- Lying, cheating, or other forms of dishonesty, including plagiarism and collusion;
- Stealing and misusing or destroying property that belongs to others;

- Sexual or emotional intimacy that violates the sacredness of marriage between a man and a woman;
- The use of materials that are degrading, dehumanising, exploitive, hateful, or gratuitously violent, including, but not limited to, pornography;
- Drunkenness, the use or possession of illegal drugs, and the misuse or abuse of substances including prescription drugs;
- Inappropriate use of email, mobile communications, and the internet;
- Violence;
- Damage or abuse of Bible College SA property.

PASTORAL DISCERNMENT AND SENSITIVITY

A heightened level of discernment and sensitivity is appropriate within a Christian educational community like Bible College SA. In order to foster the kind of community atmosphere most conducive to the College's goals, this Code of Conduct both identifies particular Christian standards and recognises degrees of latitude for individual freedom. True freedom is not the freedom to do all that one pleases, but rather empowerment to do what is best. In all respects, the Bible College SA community expects its members to exercise wise decision making according to biblical principles, carefully accounting for each individual's capabilities, vulnerabilities, and values, and considering the consequences of those choices to health and character, social relationships, and God's purpose in the world.

We acknowledge people face particular challenges in practising biblical sexual morality within today's highly sexualised culture. A biblical view of sexual morality holds that a person's decisions regarding his or her body are physically, spiritually, and emotionally inseparable. Such decisions affect a person's ability to live out God's intention for wholeness in relationship to God, to others, and to oneself. Further, the Bible affirms sexual intimacy is reserved for marriage between one man and one woman. Members of the Bible College SA community agree to act according to these principles. They also agree to strive for Christian maturity, to take personal responsibility for their actions, and to avoid situations where the temptation to compromise would be particularly strong.

Bible College SA is committed to providing a safe environment for all students and staff and will address sexual harassment and child protection issues as required. If support is needed for sexual assault or harassment there is a SASH (Sexual Assault and Sexual Harassment) Officer who can be contacted.