



**THE JESUITS' CHURCH**  
**FOUNDATION**  
VALLETTA - MALTA

**vacancy**

The Jesuits' Church in Merchant Street, Valletta is a sacred place of worship and one of Malta's most important historical and artistic monuments in the World Heritage Site of Valletta. The Church includes two oratories together with a collection of artefacts, silver and other precious objects and church vestments. The Church is visited by thousands of visitors each year and is particularly known for its religious services tied to the graduations of the University of Malta.

The monument is administered by a Board of Administrators legally constituted within a Foundation. The Board shall ensure the effective conservation and management of the monument as a historical, artistic and architectural monument as well as a sacred place of worship. The Foundation is responsible for enhancing the Church's presentation and accessibility for the benefit of the general public including children and young people, scholars, researchers and international visitors.

Thus, the Executive Head of the Jesuits' Church Foundation will be responsible for the overall management of the premises and its collections, as well as for developing and implementing a long-term strategic vision for this monument. The Executive Head will execute the direction and directives given by the Board and will ensure the implementation of the provisions of the Deed and the Statue of the Foundation. The Executive Head will report directly to the Board through the President.

## **Position Description**

**Position Title:** Executive Head

**Organisation:** Jesuits' Church Foundation

**Reports to:** President and Board of the Foundation.

### **Overall Purpose of Position**

The Executive Head is responsible for implementing the policies and general strategy adopted by the Board of the Foundation. He/she acts as an adviser to the Board and maintains close relationships with stakeholders in the sector. He/she provides leadership to the management and staff, monitors performance, generates revenue and oversees the day-to-day management of the Church, the precincts and the collections to make the project viable and successful.

## **Main Responsibilities**

### **Strategic leadership**

- Promotes the monument as a symbol of National identity especially with the younger generations;
- Ensures that the monument is maintained in optimal condition in terms of preservation, conservation, restoration, enjoyment and security;
- Proposes general corporate policies to the Board that strengthen the organisation in terms of its governance and management effectiveness. In this regard the guiding principles should be the ethical practices of the Archdiocese of Malta;
- Provides strategic leadership generally but in particular in the preparation and updates of the Foundation's Strategic Plan;

- Formulates and presents to the Board of the Foundation the annual business plans which will direct it to achieve its strategic objectives including projects of construction, preservation, conservation and restoration of the site, the curation of the collections entrusted to it, the financial targets, the talent management, the research and educational projects and the marketing and public programmes;
- Manage the cultural assets in accordance with the Cultural Heritage Act, Malta and International Charters and Conventions. This includes promoting knowledge, accessibility, and sustainable enjoyment of these assets and to ensure that they are safeguarded and conserved according to the current principles of best practice;
- Provides support and advice to the Board accordingly;

## **Strategic Management**

- Provides overall direction to the management of projects, programmes and other initiatives and all related processes;
- Leads the Foundation's Management team, and co-ordinates the activities of the organisation so that it achieves pre-determined goals and strategy while performing such functions as the Board of Administrators may assign or delegate to the Executive Head as necessary;
- Inspires the senior management team for change management in developing the Foundation's management structure and operational functions;
- Provides staff direction, monitors staff performance, and conducts all those activities required to ensure staff motivation, professional development, and general well-being;
- Initiates fund generating initiatives to ensure the long-term sustainability of the premises and its collections, in keeping with the ethos and best practices of religious sites. The assets of the Foundation shall originate from lawful activity;
- Generates new opportunities for ethical fund-raising, including actively following upon the potential use of European Union Structural Funds, and managing the implementation of any initiatives arising from this activity;
- Develops the business of the Foundation by establishing a business model that sustains the financial viability of the Foundation;
- Seeks partnerships with third parties to obtain external sponsorships, patronage, events and other sources that can generate revenue to the cause;
- Build networks and collaborate with Maltese and foreign entities, culturally and liturgically for the benefit of the Foundation, the Church and its collection as well as its congregation, in keeping with policies established by the Board of Administrators;
- Establish and maintain the best co-operative and collaborative relations with Stakeholders in respect of the vision and business of the Foundation;

## **Operations Management**

- Develops and updates organizational policies and procedures throughout each area of the Foundation to ensure effective operations and business continuity and the provision of optimum service to customers;
- Ensures that procedures, systems and standards concerning financial, human resources, information technology, data protection, risk management, intellectual property rights and other administrative areas are effective as well as correctly and fairly implemented and applied;
- Ensures an effective safety and security system for the visitors, employees and the monument while periodically conducts a risk assessment to ensure the best level of readiness, at all times;
- Ensures the effective management of the financial budget and financial

administration. Periodically, presents the financial reports to the Board, including the variance analysis and advises the President and Board of any likely variation of significance from budget;

- Creates and manages service and other products consistent with the aims and objectives of the Foundation that generate revenue and ensures business success;
- Develops and maintains the management information systems and ensures that records, documents and information are properly registered while reports are produced for management action;
- Ensures the highest standards of presentation and accessibility of the Foundations assets, museum sites and collections while ensuring their conservation and restoration;
- Develops as far as is feasible the internal capability in terms of competence for preservation, conservation and restoration work;
- Manages the public relations of the Foundation, ensuring that it is responsive to the evolving requirements of the Foundation as well as to emerging trends in the heritage management field;
- Reviews and directs all incoming requests by the media, private individuals and other entities for any special use of the Church or its adjacent buildings, as well for the loan of any of its artefacts or items – ensuring that such requests conform with the policy and regulations governing such initiatives; advising the Foundation’s Board on the viability of such requests when required, and coordinating any arrangements required once a request is approved;
- Manages the implementation of any projects as approved by the Board with particular reference to improving the presentation and accessibility of the Church and its Foundation and making it more accessible to local and foreign visitors;
- Promotes research studies that enhance the understanding and learning about the monument and its historical context. In this regard, maintains a strong collaborative relation with the University of Malta and other related Institutions;
- Conducts feasibility studies for all major proposals put forward to the Board as well as evaluate, from time to time, existing initiatives and programmes to measure their effectiveness;
- Deals as required with the liturgical co-ordinator of the Church to ensure that the pastoral events are delivered as planned by the co-ordinator and to the satisfaction of the congregation;
- Liaises and networks with Superintendence of Cultural Heritage, Local Boards, Voluntary Organisations, Banks, Unions, international bodies and other interested stakeholders and third parties;
- Identifies new opportunities for the development of links and relations for cultural purposes between the Foundation and local and international entities and institutions;
- Represents the Foundation in meetings with third parties;
- Compiles an annual report on the Foundation’s activities and achievements and provides the Board with regular reports on key aspects of the management, the state of the Church and its collection;
- Performs any related task as directed by the Board and do all things as are considered conducive towards the attainment of the Foundation’s functions.

## **Knowledge / Skills / Qualifications**

- A recognized general management, other relevant management professional qualification (including a first degree, post graduate degree, etc) or the deemed equivalent formally gained through studies or informally gained through relevant management experience.
- Ability to lead ethically and manage with the highest standards of Governance.

- Ability to think strategically.
- Ability in managing an organisation comprising a wide variety of professional disciplines and technical staff.
- Experience in the development of financial and administration systems and policies.
- Excellent negotiation and consultative skills.
- High level of interpersonal, presentation and communication skills.
- Tact and diplomacy in dealing with clients and associates.
- Appreciation of the cultural heritage and the historic and other implications of the Church and a commitment to it.
- Appreciation of the marketing and economic potential of cultural heritage, including its direct contribution to tourism.
- Understanding of the importance of the Church as a National symbol for the Maltese Nation.
- Commitment for quality service for customers and an enhanced visitor experience.

## **Self-improvement**

- Seeks to be well informed and abreast on heritage legislation and policy, tourism and education issues affecting cultural heritage, restoration, conservation and management practices generally.
- Invests in self development and training.

## **Executive Head Person Profile**

- Having personal integrity and professional competence as the guiding principles.
- Having an international mindset, in order to place the Church in the position it deserves on the national and international cultural map.
- Having an understanding of the artistic, historical, cultural status of the Church.
- Having an understanding of the symbolic implications of the Church for the Maltese people.
- Having the ability to think strategically for the preservation of the monument, enhancement of the precincts and organisational development.
- Having a basic understanding of company and employment law.
- Having an understanding and experience of talent management and people development.
- Having enough years of management experience.
- Having a track record in a senior management position.
- Having an understanding of financial statements.
- Having an ability to develop financial projections.
- Having a track record in leadership skills.
- Having excellent communication skills.
- Having the ability to prioritize.
- Having the ability collaborate and mediate to build alliances for the benefit of the Foundation and its mission.
- Having the ability to create the best team for the Foundation through proper recruitment, retention and employees' development.
- Having preferably a management related degree.
- Having an understanding of the health and safety and security implications at work.

## **Remuneration**

- Between Eur 28,000 and Eur 31,000 excluding the 15% performance bonus.
- A full expensed mobile phone will be provided.