

Job Vacancy
Project Manager

Fast Forward Foundation ETS (www.fffoundation.eu), is a corporate foundation founded by BFF Banking group. Recently it underwent a deep refocusing of its purpose that today is to promote sustainable and inclusive transformation of welfare systems to protect individuals and communities. This meets an unmet need: to operate integrally and with a systemic approach on health, social security and digital payment systems for financial inclusion at an international level, across 9 European countries.

Strategic Objectives of the Foundation:

- Promote equitable access to healthcare and contribute to the sustainability of healthcare systems.
- Accelerate conscious access to integrated welfare systems.
- Encourage the adoption of digital payment methods to improve financial inclusion within welfare systems, with particular attention to vulnerable groups.

To achieve its objectives, the Foundation has formulated a 3yr Strategic and Operational Plan and a methodology based on multistakeholder co-design between the team, scientific advisors and relevant stakeholders in an active collaboration process aimed at generating awareness, creating synergies, and promoting constructive debate to develop innovative solutions that improve integrated welfare. Among the relevant stakeholders of the Foundation: OECD; the European Commission and local governments (economy and finance, employment, social affairs, inclusion, economy and finance); companies and NGO's operating in the welfare industry; academia in the 9 countries in which the foundation operates.

7 are the project areas of the Foundation:

1. Prevention
2. Long-term care
3. Digital access to care
4. Patient empowerment
5. Access to integrated pensions
6. Popularization of digital payments
7. Digital payments to foster integrated welfare

The methodology includes:

1. Constantly monitor all activities related to project development and implementation phases;
2. Keep the Scientific Program Manager consistently aligned on the status of projects under development and implementation phases, highlighting critical issues and opportunities;

Fast Forward Foundation – Philanthropic Entity

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3. Regularly produce and update concept notes, project plans, and other presentation documents describing projects under development;
4. Produce update reports on projects in the implementation phase;
5. Participate in meetings with the Foundation's advisory board, external consultants and project stakeholders;
6. Manage relationships with the Foundation's advisory board, external consultants and stakeholders through targeted communications;
7. Produce update notes and minutes of meetings with the advisory board, external consultants, and other stakeholders to regularly update the Foundation's governance;
8. Produce and review presentation documents of the Foundation for external communication purposes;
9. Bring new project and partnership opportunities to the attention of the Scientific Program Manager.

Fast Forward Foundation is seeking a Project Manager with a minimum of 4 years of experience to coordinate its integrated welfare experimentations.

The selected individual will be responsible for overseeing the in-vivo experiments conducted by the Foundation to test integrated welfare mechanisms, with a specific focus on health and well-being, social security, and financial inclusion. These in-vivo experiments are small-scale projects targeting a limited audience, designed to test and evaluate welfare innovation hypotheses that emerge during co-design workshops organized with stakeholders.

The Project Manager will coordinate the entire process, reporting to the Scientific coordinator, and working closely with the Foundation team and external partners to ensure the experiments are completed and desired outcomes are achieved. The ideal candidate will apply his/her specific skills and knowledge in project management to the Foundation's areas of intervention, contributing to the development of strategies and action plans for implementing the experiments.

Main Responsibilities

- Coordinate the organization of in-vivo experiments, ensuring all stages are well-planned and effectively managed (with support from project management tools such as Gantt charts to plan activities and monitor project progress).
- Collaborate with the Foundation team and external stakeholders to ensure proper project execution, monitoring progress and deadlines, and partner engagement.
- Perform project monitoring activities, evaluating KPIs, and identifying deviations from established goals.
- Utilize analytical and problem-solving skills to identify effective solutions and address challenges that may arise during experiment implementation.
- Create presentations and analyze project data using Microsoft Office, particularly PowerPoint and Excel.

Requirements

- Master's degree in economics, management, political science, or other related fields (multidisciplinary backgrounds are a plus).
- Excellent and fluent English, both written and spoken (CEFR C2; IELTS 7/9; Cambridge C2 Proficiency).
- Minimum of 4 years of experience in project management, with proven skills in managing complex projects and coordinating multidisciplinary teams.
- Proficiency in Microsoft Office, especially PowerPoint and Excel.
- Familiarity with project management tools, such as Gantt charts and other progress monitoring methodologies.
- Analytical and problem-solving skills, creativity and lateral thinking, attention to detail, and the ability to synthesize.
- Good teamwork skills, flexibility in hybrid work arrangements.
- Knowledge of welfare, healthcare, or social protection systems is a plus.

Compensation will be determined based on the candidate's level of experience and working status. The Foundation offers flexible working hours to its team to ensure a work-life balance and smart working 3/5.

If you are a motivated individual with a results-oriented mindset and wish to contribute to the progress of integrated welfare, we invite you to apply for this exciting job opportunity at Fast Forward Foundation.

To apply, please email info@fffoundation.eu with the subject “application vacancy PM,” including a brief cover letter in English highlighting your relevant skills for this role. The interview will be conducted in English.

Fast Forward Foundation will carefully review all applications received and contact eligible candidates to start the selection process with an interview.

Deadline March 9, 2025