

## B2B events & guests manager

**Location:** Central Oxford  
**Reports to:** Head of events  
**Salary:** £28,000 - £32,000  
**Type:** Permanent/full-time



Oxford-based **Fast Track** is looking for a smart, detail-orientated person to join our B2B events team. We organise invitation-only networking and awards events and bespoke alumni dinners for the UK's top entrepreneurs and private companies, featured in our annual rankings in **The Sunday Times**.

This role would suit a bright graduate with **one to three years'** relevant events experience or equivalent, including at university and/or paid internships; with project management experience, ideally within the B2B space; and with an interest in entrepreneurs and high level service to VIPs. To thrive in the role you will need meticulous attention to detail, strong administrative skills, ability to manage multiple projects with tight deadlines, and ideally some awareness of company financials.

The aim of our networking dinners is to provide our blue-chip sponsors with ways to meet and win new business from the hard-to-reach entrepreneurial founders and directors of the UK's top-performing private companies.

### The role & responsibilities

- Project-manage and 'own' a selection of our annual 30+ networking events, including at least one national awards event (attended by 200-350 directors and sponsors), as well as a number of smaller, bespoke alumni dinners (20-40 entrepreneurs), this includes:
  - managing the invite process to secure attendance (free of charge) of busy entrepreneurs through 'high touch' emails and phone calls
  - building strong relationships and engaging knowledgeably with CEOs and their PAs to secure their repeat attendance at our dinners
  - preparing detailed information (including relevant financial performance or shareholdings) on companies and directors to help sponsors choose who to invite; and ensuring they are properly briefed prior to the event
  - creating targeted seating plans based on sponsor requests, using judgment, and juggling last minute seating changes and communicating these to sponsors
  - researching and writing company and guest profiles; and liaising with our in-house designer to create, edit and print event materials
  - sourcing, shortlisting and confirming suitable venues, with responsibility for all communication with suppliers and external agencies and keeping budgets for your events
- Help account handle our all-important blue-chip sponsors at an operational and at a senior executive level, this includes: listening to and fulfilling their specific needs and objectives for the different dinners; meeting demands for ad-hoc information; and, in essence, making them feel loved and ensuring they meet the relevant entrepreneurial founders/senior directors
- Work as part of a small team, helping others with projects as required and attend the majority of our events, which are mainly held in London, but with a few held in Birmingham and Manchester; and not at weekends

### The candidate

- Someone who excels and enjoys dealing with interesting, but demanding entrepreneurs and HNW individuals
- Ability to manage a number of projects simultaneously, working to tight deadlines and under pressure
- Team player and a quick learner with meticulous attention to detail
- Proactive and adaptable; attracted to working in a busy company with a culture of continuous improvement
- Strong working knowledge of Microsoft Office, in particular Excel (and ideally some working knowledge of InDesign) and Premiere Pro
- An interest in private businesses and entrepreneurs
- Ability to write and edit succinct and relevant profiles on guests and/or speakers

## The company

### *Who we are*

- Fast Track is the UK's leading research and networking events company focused on top-performing private companies and entrepreneurs, from the fastest-growing tech companies to the largest private companies, which we rank in our league tables in **The Sunday Times**
- It was founded in 1997 by our chief executive Hamish Stevenson with cornerstone, and ongoing, support from Richard Branson and Virgin
- Our sole source of revenue is from our blue-chip sponsors, who use their sponsorship to raise their profile amongst different types of private companies, and to meet and win new business from hard-to-reach entrepreneurs and directors at our company visits and networking events
- We employ c. 30 permanent members of staff, and 12 freelance researchers; many staff have worked with Fast Track for over 10 years

### *What we do*

- We research and publish seven annual private company league tables with **The Sunday Times**; and our 30+ highly-regarded, invitation-only events create valuable networking opportunities for their entrepreneurial directors and our sponsors
- Attendees and speakers at our events range from founders of our alumni growth companies such as Fever-Tree, Matchesfashion.com and Skyscanner, to the founders and CEOs of our alumni from the largest private companies such as Ineos, Dyson, and Pret A Manger
- We conduct 350 annual research visits to companies shortlisted for our league tables, accompanied by partners from our sponsors, where we interview the founders, chief executives and finance directors
- Our sponsors include: Virgin (all 22 yrs); HSBC, Lloyds, PwC, and UBS Wealth Management (15+ yrs); Barclays, BDO, Hiscox, Grant Thornton and Virgin Atlantic (10+ yrs); BGF, BMW and Linklaters (5+ yrs); DHL and N+1 Singer (3 yrs); and Oracle Netsuite, Santander and WorldFirst (1 yr)

## How to apply

Please email [jobs@fasttrack.co.uk](mailto:jobs@fasttrack.co.uk), in confidence, with your max. one-page application letter, including your current and expected remuneration, notice period, and where you saw the vacancy; and a copy of your CV.

For further info, contact Lucy Stock or Adam Richards-Gray on **01865 297100**.

## How the recruitment process will work

- *Online assessment*: all applications will be reviewed, and selected candidates will be asked to complete one-hour online exercises
- *Telephone interviews*: after the online exercises have been assessed, shortlisted candidates will be telephone-interviewed by a member of the team, before we potentially invite you to one of our second-round interview evenings at Fast Track's offices in St Clements, Oxford
- *Interview evening*: we will be holding a number of interview evenings, typically lasting from **5pm to 8pm**  
The evening will start with a presentation about the company and the role, then candidates will have the opportunity to ask questions. This will be followed by some short written skills-based exercise (no preparation needed) and a short individual interview with our founder/CEO. (Note: these are not group interviews or tasks, merely a more efficient way for us to manage the time of our senior management team)
- *Follow-up final round interviews*: if necessary, final-stage candidates will be invited back for a final round of in-depth interviews, including with other members of the team