

Business events & guests manager

Location: Central Oxford

Reports to: Head of events/Associate director

Salary: £28,000 - £32,000

Type: Permanent/full-time



Oxford-based **Fast Track** is looking for **two** smart, detail-orientated people 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, including at university and/or paid internships; and/or project management experience or equivalent 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 25 full-time members of staff, and eight freelance researchers; many staff have worked with Fast Track for over ten 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
- 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 and Santander (1 yr)
- 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

How to apply

Please email 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 Lizzie Ritz on **01865 297100**.

How the recruitment process will work

- *Telephone interviews*: all relevant candidates will first be telephone-interviewed by a member of the team
- *Assessment for second round*: after the telephone interview, short-listed candidates may be asked to send a sample of their work before being invited to one of our second round interview evenings at Fast Track's offices in St Clements, Oxford
- *Interview evening*: we will aim to hold multiple dates between **Tuesday 15 January** and **Wednesday 27 February**. These interview evenings typically last from 5pm to 8pm, and will comprise candidates from across the roles. We will start with a presentation about the company and the different roles, then candidates will have the opportunity to ask questions. This will be followed by a number of written skills-based exercises (no preparation needed), and a short one-on-one interview with a senior team member
- *Follow-up final round interviews*: all final-stage candidates for the senior roles, and any other candidates where necessary, will be invited back for a final round of in-depth interviews, including with other members of the team