

## Business researcher & writer

**Location:** Central Oxford

**Reports to:** Director of research

**Salary:** £28,000 - £32,000

**Type:** Permanent/full-time



Oxford-based **Fast Track** is recruiting **two** researchers who can help us find the next BrewDog, Depop, and Fever-Tree. The role involves desk and database research to identify Britain's fastest-growing private companies; then telephone and/or face-to-face interview the entrepreneurs behind them and write their company profile for publication in one of our seven annual league table supplements in **The Sunday Times**.

Candidates would ideally be bright graduates with recent experience gained from their course and/or paid internships, and have research experience in financial journalism, PR or in a professional services firm; experience writing for corporate clients; some accountancy knowledge or training; and experience of customer account handling.

### The role & responsibilities

- **Research & analysis:** identify and research private companies for our league tables of Britain's top-performing private companies, ranging from the fastest-growing to the biggest; and including our tech-focused Tech Track 100, Ones to Watch and Disruptors to Watch
- **Business intelligence & data capturing:** use online and database sources to identify growing companies and diligently capture their financials on our database
- **Interviewing:** conduct interviews with founders and entrepreneurs via telephone or face-to-face on company visits
- **Writing:** help produce our extensive written content, including company profiles to be published in **The Sunday Times**, profiles of guests at our networking dinners and our social media

### The candidate

- A graduate with **one to three years'** experience in a relevant field
- Strong interest in business and entrepreneurs, numerate and ideally capable of understanding company accounts
- Meticulous attention to detail; service-oriented and organised with excellent interpersonal and communication skills
- Flexible, adaptable and able to embrace our culture of continuous improvement

### 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

## The company (cont'd)

### *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](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 Jon MacLeod or Ying Chen 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