

## Chief of staff

**Location:** Central Oxford

**Reports to:** CEO

**Salary:** £45,000 - £75,000+

**Type:** Permanent/full-time



Oxford-based **Fast Track** is looking to recruit an important new role of chief of staff to support the founder & CEO and the small senior management team as the company continues to expand doing more for existing sponsors, taking on new sponsors and recruiting for at least six new roles.

The ideal candidate could either be a relatively young, bright ambitious graduate with previous chief of staff experience at a fast-growth company where they made a demonstrable contribution; or a more experienced person with equally relevant skills and a strong service and problem-solving orientation.

They must also have up-to-date knowledge and hands-on practical experience of implementing cultural change that will be applicable to help re-invigorate our culture of continuous improvement and the creation of high performance teams to create a high-quality product with the need for less senior management quality control.

### The role & responsibilities

- **Executive support:** as part of the senior management team, reporting to the founder & CEO, acting as his deputy for internal projects, as opposed to other outward facing deputies/directors of departments, and working closely with his EA who works part-time and remotely
- **Meetings support:** accompany the CEO to important meetings with our sponsors and partners, in order to be able to help with follow-up agreed actions
- **Company-wide improvements:** provide internal support to other members of the senior management team, most notably the director of editorial, director of research and director/head of events to help them drive and implement changes and improvements
- **People development:** take responsibility for helping create a more vibrant approach to HR, including nurturing and rewarding a culture of continuous improvement – as opposed to simply enforcing a process
- **Help improve productivity and job satisfaction:** with targeted internal and external training and support – ensuring we retain our high standards and crucial attention to detail but also making it an interesting and fun place to work with like-minded talented colleagues and have closer interactions with Britain's leading entrepreneurs and blue-chip sponsors
- **Project management:** take responsibility for important internal projects such as refurbishing our characterful offices, and conducting a feasibility study and implementing a new database

### The candidate

- Bright and practical, with min. 2.1 honours degree
- At least five years' relevant experience, ideally within a fast-growth company and knowledge and savvy about company financials
- Meticulous attention to detail, and writing and communication skills
- Switched on, able to pick up the specific nuances of our business and the key relationships with our different sponsors in order to quickly understand the context and importance of all tasks, and to embrace our culture of continuous improvement
- Good understanding of private company financials, and of the relevance of these to our different league tables and different types of sponsors' target markets
- Highly organised, an adaptable multi-tasker with a positive attitude, receptive to constructive criticism and able to constantly juggle priorities

## 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](mailto:jobs@fasttrack.co.uk), in confidence, with your max. two-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 Faye Preston-Smith 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