

## EA & BD support to founder/CEO

**Location:** Central Oxford

**Reports to:** CEO

**Salary:** £40,000 - £50,000

**Type:** Permanent/full-time



Oxford-based **Fast Track** is looking to recruit an intelligent and pro-active executive assistant, to support our founder & CEO, and also to provide crucial business development support for our CEO and our director of editorial.

Candidates will have previous senior executive support experience, ideally at a fast-growth company, and have a keen attention to detail, with a strong service and problem-solving orientation. You need not be a career EA, but the right candidate will have the right attributes and transferable skills to juggle the varied aspects of this key role.

The CEO's current executive assistant has returned to work following maternity leave in a part-time role, working remotely, and will be taking on more responsibility for the company's financial analysis and budgeting. Therefore we are looking for someone able to offer full-time commitment to this demanding, but exciting, full-time role in Oxford.

### The role & responsibilities

- **Executive support:** support our exacting founder & CEO in all aspects of his working life as his 'right-hand person'; help him to manage his time and priorities more effectively; working alongside our office manager, help manage the company diary, including securing and co-ordinating meetings for the CEO; occasionally accompany the CEO to important meetings and to our national awards dinners, predominantly in London, ensuring he is fully prepared and then help him to follow-up agreed action points, including editing important proposals and contracts
- **BD & client-service support:** quickly learn how the business operates and develop an intuitive ability to anticipate what is required to support the account handling of our most important blue-chip sponsors, and to help target new sponsor prospects. Act as first point of contact for any external sponsorship or league table enquiries, responding to or redirecting them as appropriate; support the CEO and our director of editorial with BD, helping to research potential new sponsors for our league tables and drafting emails or proposals for them
- **Office & people management:** help support our excellent office manager, providing holiday cover when required, and create a more comprehensive and vibrant approach to all aspects of HR and staff development; build a strong internal network, ensuring relevant information is shared amongst the teams, and deal with or flag any issues to the CEO when required

### The candidate

#### *Needs to have*

- Excellent academic background, ideally with min. 2.1 hon's degree from a Russell Group university
- At least four years' relevant experience, ideally supporting a CEO/Chairman or HNWI
- Excellent written and verbal communication skills
- Exceptional stakeholder management – both internal and external
- Ideally an understanding of company financials, and their relevance to our different league tables and sponsors' target markets

#### *Needs to be*

- Detail orientated
- Adept at researching and presenting information in a concise and relevant manner
- A quick learner – responsive to working in a changing environment
- One step ahead of what is coming next and juggling priorities accordingly
- Confident interacting with CEOs and key stakeholder VIPs

## 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 it 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 c28 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 and Santander (1 yr)

## How to apply

Please email [jobs@fasttrack.co.uk](mailto:jobs@fasttrack.co.uk), in confidence, with your 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 Faye Preston-Smith or Lizzie Ritz 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