

Part-time freelance researchers

Location: Central Oxford

Reports to: Director of research

Salary: £100 - £250 per day

Type: Freelance/Part-time



Oxford-based **Fast Track** is looking to expand its group of eight high-quality freelance researchers – many of whom have worked for Fast Track for more than ten years – due to an increase in work from existing and new sponsors.

All candidates will need to be graduates with excellent verbal and written communication skills, some familiarity with company accounts and financials, and meticulous attention to detail.

It will be helpful to live in or near Oxford, especially for the office-based work, and also useful for freelance interviewers to be able to pop into the office from time-to-time for updates, training etc.

Part-time office-based work: £100-£125 per day

We are looking for talented part-time freelancers to work in our offices in **St Clements, central Oxford** on various ad hoc projects, ranging from one to six week projects to a regular one or two days per week in the office, helping with, for example:

- Conducting telephone interviews with entrepreneurs and directors of leading private companies
- Identifying and analysing the UK's top-performing private companies using public data sources and/or smart internet searches
- Writing and editing company profiles for publication in **The Sunday Times**
- Other ad hoc projects ranging from updating our database with the latest accounts of our alumni companies or those short-listed for our league tables, to tasks such as helping improve our social media outputs

Part-time company visit interviewers: £250 per day + expenses

Fast Track conducts around 350 company research visits a year across the UK, which it organises for one of our sponsors to attend along with a Fast Track researcher. This role involves:

- Helping manage our important company research visits to companies short-listed for our league tables and to assess them for our prestigious awards
- Face-to-face meetings with the founders or senior directors of top-performing private companies, accompanied by a senior representative from one of our sponsors i.e. a bank, accountancy firm or solicitor
- Helping introduce and lead the meeting using a semi-structured questionnaire, and within 24 hours afterwards writing a concise and accurate meeting report (5 pages)
- Interviewers will need to be smartly dressed, and generally enjoy the opportunity of meeting and interviewing a cross section of company directors, from fast-growing tech firms to some of the UK's biggest private companies – both family-owned and private-equity owned/backed

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 Eva Gronbech or Jon MacLeod 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