

Head of events – alumni dinners & HNW guests

Location: Central Oxford

Reports to: CEO

Salary: £45,000 - £65,000

Type: Permanent/full-time



Oxford-based **Fast Track** is hiring a key member of our senior management team. They will be responsible for delivering our established annual programme of 20+ highly-regarded invitation-only bespoke dinners for the UK's leading entrepreneurs and HNWI from the top private companies as featured on our league tables, published in association with **The Sunday Times** for the past 22 years. They will also be expected to manage some of the high-profile events and to help with the strategic development of the business.

The ideal candidate need not necessarily come from a pure events background, and should be a graduate with a minimum of **5 to 10 years' relevant experience**. They could come from a variety of backgrounds including: organisations focusing on HNW individuals; business networking or membership-based events; PR or investor relations; and corporate broking or wealth management.

To thrive in the role you need to have exceptional attention to detail, a willingness to embrace our culture of continuous improvement, a strong interest in, and ability to communicate with and manage exacting entrepreneurs and HNWI, as well as being confident account handling at a senior level.

This role is new, having split the head of events role in two, with a head of events – awards dinners & client services.

The role & responsibilities

Initially you will report into the part-time former head of events; and once you have found your feet you will report directly to the founder and CEO. You will be responsible for overseeing the delivery of our bespoke alumni dinners, in particular, your focus will be on ensuring we maintain the engagement, attendance and high quality of guests, and also managing speakers and VIPs.

Key aspects of the role will involve:

- **Event management:** responsible for the delivery of our annual programme of 20+ highly-regarded, invitation-only alumni dinners and events, attended by c20-40 entrepreneurs and HNW guests. You would be expected to attend the majority of these dinners (plus most of our seven awards events) none of which are held on weekends or during school holidays
- **Leadership:** co-manage and motivate a six-person events team, being involved at a detailed operational level with delivery and development of our alumni events; and to personally manage some of the high-profile dinners
- **Speaker management & alumni engagement:** help with the speaker invitation process (c20 speakers a year predominantly from our network) and build relationships with them; and be responsible for managing all speakers and VIPs before and at the dinners. Help write concise speaker biographies, invitations and briefings with tailored information, including relevant company financials; and help keep key alumni engaged and attending our events
- **Delivery to sponsors:** account handle and service our blue-chip sponsors at both the operational level and at the highest senior level; and be responsive to their specific and changing needs
- **Curating guest info:** including producing tailored invitee lists and relevant guest info for different sponsors
- **Sourcing high-end venues:** being the font of all knowledge when it comes to finding boutique hotels and private dining rooms to host our bespoke alumni events
- **Other:** help with marketing and social media, including filming and interviewing entrepreneurs at our alumni events, ideally host some dinners in due course; and potential to be promoted to director of events

The candidate

- Graduate with meticulous attention to detail and at least five to ten years' relevant experience, with an ability to manage multiple projects with shifting deadlines
- Highly service-orientated with exceptional client handling skills, and experienced at building strong relationships
- Robust, organised, quick to learn and understands the need for continuous operational improvement
- Proven track record of leading a small team, and managing multiple key stakeholders
- Confident communicator with strong writing and editing skills; who enjoys also networking and engaging with sponsors and is comfortable briefing speakers
- Ideally an interest in, and knowledge of, entrepreneurs, HNWI, and private companies with some understanding of financial performance of companies and value of shareholdings

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 c26 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
- 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, 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 Lucy Stock 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 aim to hold multiple dates between now and **Wednesday 20 March** and beyond if need be, to accommodate as many candidates as possible. These interview evenings typically last from **5pm to 8pm**, and will include candidates from across the roles

The evening 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 one short written skills-based exercise (no preparation needed), a short individual interview, and a more informal chat with senior members of our team. (Note: these are not group interviews or tasks, merely a more efficient way for us to manage the time of our senior management team as we are recruiting for multiple roles)

- *Follow-up final round interviews*: all final-stage candidates for the more 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