

Head of events – awards dinners & client services

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 seven highly-regarded invitation-only national awards events for the UK's leading entrepreneurs and private companies as featured on our league tables, published in association with **The Sunday Times** for the past 22 years. They will be expected to help with bespoke projects and also 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 attention to detail, a willingness to embrace our culture of continuous improvement, be confident account handling at a senior level, and ideally have an interest in private companies and entrepreneurs.

This role is new, having split the head of events into two with a head of events – alumni dinners & HNW guests.

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 seven national awards events, in particular, your focus will be on ensuring we maintain the high quality of our guests, managing keynote speakers and overseeing the AV production.

Key aspects of the role will involve:

- **Event management:** be responsible for the delivery of our annual programme of seven national invitation-only awards events (each attended by 200+ guests); and ensure they continue to stand out in a crowded marketplace, which will involve attending competitor events. You would be expected to attend all our national events, plus some alumni dinners, 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 national events, and help to manage one if need be
- **Speaker management & looking after VIPs:** help with the keynote speaker invitation process (for c18 speakers a year predominantly from our network) and build relationships with them; and be responsible for managing all keynote speakers and VIPs before and at our awards events. This will include helping write concise speaker biographies, invitations and briefings with tailored information, including relevant company financials
- **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
- **AV production & supplier management:** build on our existing event supplier relationships, particularly our AV and filming, working together with them to ensure their output is constantly improving
- **Other:** help with new BD, marketing and social media; 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
- Proven track record of leading a small team, and managing multiple key stakeholders
- 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
- Confident communicator with strong writing and editing skills; who enjoys also networking and engaging with sponsors and is comfortable briefing keynote speakers
- Ideally an interest in entrepreneurs and private companies with some understanding of financial performance of companies and 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