

Project coordinator & research visit organiser

Location: Central Oxford

Reports to: Director of research

Salary: £28,000 - £32,000

Type: Permanent/full-time



Oxford-based **Fast Track** is looking for **two** highly organised and effective research administrators whose main role will be to organise around 350 research visits a year to companies shortlisted for our rankings of Britain's top private companies, published in **The Sunday Times**.

The roles would suit bright service-oriented graduates with **one to three years'** relevant experience, some of which could have been gained whilst at university and/or on paid-internships; with opportunities for promotion.

The candidate will need to have meticulous attention to detail with a strong client-service mind-set. They will need to be a confident communicator, have a persuasive and effective telephone manner and email writing skills that elicit prompt responses.

The role & responsibilities

- Oversee the organisation of 350 meetings a year with the UK's leading private companies, from fast-growing tech companies to the biggest private companies
- Manage the company visit calendar – including complex travel arrangements for our in-house and part-time freelancers
- Develop relationships with a diverse range of high-profile and successful companies, securing their engagement with Fast Track's visits and events programmes
- Liaise with and provide support to senior representatives from clients such as BDO and Barclays; provide weekly progress reports of visits conducted
- Provide ad hoc administrative and research support to the team to ensure projects are delivered on time during peak periods
- Support events team to manage the invitation process for our 30+ networking dinners each year, and engage with company directors to secure their attendance
- Work with events team at up to six of our national networking awards dinners
- Manage and help train our team of eight freelance researchers

The candidate

- A service-oriented graduate with at least one to three years' experience in a relevant field, including relevant university roles and/or paid internships
- Confident communicator with effective telephone manner and a strong client-service mind-set
- Ability to handle multiple projects simultaneously
- Excellent time management and organisational skills
- Driven and enthusiastic with meticulous attention to detail
- Flexible, adaptable and able to embrace a culture of continuous improvement

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; some 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 Lizzie Ritz 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 and/or undertake an online skills assessment, 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