

## Research project coordinator & visit organiser (part-time/job-share)



**Location:** Central Oxford

**Reports to:** Head of research – operations

**Salary:** £28,000 - £32,000

**Type:** Permanent/part-time

Oxford-based **Fast Track** is looking for a highly organised and effective research administrator whose main role will be to organise c100 of our 350 research visits a year to companies shortlisted for our rankings of Britain's top private companies, published in **The Sunday Times**.

This is a **part-time** role, and potentially a **job-share** (working Wednesday to Friday), with our existing co-ordinator who is going part-time. The role would suit a bright service-oriented graduate with at least one year's relevant experience.

The candidate will need to have meticulous attention to detail with a strong client-service mind-set, be a confident communicator, and have a persuasive and effective telephone manner and email writing skills that elicit prompt responses. You will work closely with our new lead co-ordinator and your colleagues in our research team.

### The role & responsibilities

- Organise c100 meetings a year with the UK's leading private companies, from fast-growing tech companies to the biggest private companies
- Help manage 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 our 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 some of our national networking awards dinners
- Help manage our team of eight freelance researchers

### The candidate

- A service-oriented graduate with at least one year's 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 annual league tables published 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 c30 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 senior reps 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 Express and N+1 Singer (3 yrs); and WorldFirst, 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](mailto: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 Ying Chen on **01865 297100**.

## How the recruitment process will work

- *Online assessment*: all applications will be reviewed, and selected candidates will be asked to complete a one-hour online exercises
- *Telephone interview*: 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 to accommodate as many candidates as possible. These interview evenings typically last from 5pm to 8pm, and will include candidates for different roles that we have available  
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 one short written skills-based exercise (no preparation needed), a short individual interview, and a more informal chat with senior members of our team
- *Follow-up final round interviews*: candidates will be invited back for a final round of in-depth interviews, including with other members of the team