

Deputy head/Senior manager of editorial & writer

Location: Central Oxford

Reports to: Director of editorial

Salary: £42,000 - £50,000+

Type: Permanent/full-time



Oxford-based **Fast Track** is looking for a talented editor and writer of business content, interested in working in a small, fast-paced company to research, write about and build credible relationships with the UK's top entrepreneurs and our sponsors. Joining as a senior member of our 15-strong research and editorial team, you will work closely with our director of editorial who was previously enterprise editor at *The Daily Telegraph* for nine years.

It would suit a bright graduate with **at least four years'** relevant business writing and research experience, some of which could have been gained at university on a relevant course and/or paid-internship. Relevant experience includes business journalism or writing accurately and succinctly for corporate clients and interviewing entrepreneurs and/or c-suite executives.

This is an expanded role due to our increased research, writing and editorial needs, after gaining new sponsors such as Santander and Oracle Netsuite, and the requirement for extra deliverables for our existing sponsors. This includes writing and editing articles on behalf of our sponsors; company profiles to be published in our seven annual supplements in **The Sunday Times**; speaker profiles for our 30+ events; press releases about our research findings and awards; and social media content for our news blog (typically bi-weekly), two Twitter accounts, the company's and the founder's LinkedIn accounts.

The role & responsibilities

- **Editorial:** support and cover for our editorial director in his absence across our extensive written output, including publication of our seven league table supplements with *The Sunday Times*, daily social media, guest and speaker profiles, and editing responsibilities; and also help provide strategic input to the senior management team on the editorial direction of all our content
- **Content:** conduct telephone and face-to-face interviews with the founders and directors of leading private companies to write succinct company profiles; as well as for written and video case studies for our sponsors, and for Fast Track's expanded website and social media
- **Account handling:** help service our blue-chip sponsors, and prepare for, attend and follow-up on sponsor editorial meetings and awards judging meetings
- **Learning culture:** help drive our learning culture of continuous improvement

The candidate

- A high level of interest and knowledge of business, preferably private companies and entrepreneurs in the UK; and a good knowledge of company accounts and social media
- Service-orientated, with experience of managing upwards to internal stakeholders and client servicing/handling; and demonstrable experience of successfully managing people/teams
- Organised, with meticulous attention to detail; and the ability to deliver to tight deadlines

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. 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

- *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