

Senior researcher & project manager

Location: Central Oxford

Reports to: Director of research

Salary: £40,000+

Type: Permanent/full-time



Oxford-based **Fast Track** is looking for an experienced and talented project manager with a strong research interest in top-performing private companies; the ability to build credible relationships with the UK's leading entrepreneurs and our blue-chip sponsors; and proven people management skills.

The role would suit a bright graduate with **at least three years'** relevant company research and project management experience, and ideally some accountancy training, and excellent writing skills.

The successful candidate will manage our high-profile International Track 200 league table, ranking Britain's leading mid-market export stars, and one other of our annual league tables, published in association with **The Sunday Times**.

The role & responsibilities

- **Project management:** lead, manage and help conduct the research and publication, to tight deadlines and with meticulous attention to detail, of our International Track 200 and one other of our seven annual league tables or Ones to Watch programmes in **The Sunday Times**
- **Research & analysis:** identify, research and analyse companies' financials; interview senior directors and entrepreneurs either on the phone or face-to-face at company visits; and help engage them as part of our alumni network to attend our events as guests and/or keynote speakers
- **Networking dinners:** work closely with our events team to help secure founders' and senior directors' attendance at some of our 30+ annual invitation-only networking dinners, and help out at up to 8 dinners a year
- **Account handling:** help service our blue-chip sponsors at both an operational and senior level
- **Social media:** help conceive and write content for our social media focusing on the activities of our private companies and entrepreneur alumni

The candidate

- A strong interest in, and some knowledge of, entrepreneurs and private companies, and good internet sources and databases to identify UK companies trading overseas and their financial performance
- Good understanding of private company financial accounts, and working knowledge of different ways of analysing private-company financial performance, ideally ranging from different types of profits, funds raised and approximate valuation techniques
- Excellent inter-personal skills, and experience of effective management of people or teams
- Flexible, adaptable and able to embrace our 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

The company (cont'd)

- 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 c.26 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 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 Richard Tyler or 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 between now and Tuesday 30 April, 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