

# Senior tech researcher & project manager

**Location:** Central Oxford

**Reports to:** Director of research

**Salary:** £36,000 - £40,000

**Type:** Permanent/full-time



Oxford-based **Fast Track** is looking for an experienced and talented project manager with a strong research interest and knowledge of tech companies; and the ability to build credible relationships with the UK's top entrepreneurs and our blue-chip sponsors; and good 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/or qualification, and excellent writing skills.

The successful candidate will manage our high-profile annual **Tech Track 100**, ranking the UK's privately-owned and venture capital-backed companies with the fastest-growing sales, published in **The Sunday Times** for a 19<sup>th</sup> year.

## The role & responsibilities

- **Project management:** lead, manage and help conduct the research and publication, to tight deadlines and with meticulous attention to detail, our **Tech Track 100**, Ones to Watch and new Disruptors to Watch; and potentially another of our seven annual league tables in **The Sunday Times**
- **Research & analysis:** identify, research and analyse companies' financials; interview 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 guest and/or keynote speakers
- **Networking dinners:** work closely with our events team to help secure tech entrepreneurs 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 tech-related social media

## The candidate

- A strong interest in, and some knowledge of, entrepreneurs and private companies – including tech firms and potential disruptors
- Good understanding of financial accounts and working knowledge of different ways of analysing private-company financial performance
- 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
- 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

## The company (cont'd)

### *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](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 Jon MacLeod or Ying Chen 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