

# Graphic designer & website manager



**Location:** Oxford

**Reports to:** Director of editorial/Head of events

**Salary:** £32,000 – £35,000

**Type:** Permanent/full-time

Oxford-based **Fast Track** is looking to hire a designer with a solid print and digital background who wants to play a key role in a small, dynamic company and to manage our website and support our social media activities.

We are looking for a smart in-house designer to manage the design and print for all of our awards events and networking dinners which accompany the publication of our high-profile annual league tables featuring the UK's top private companies, published in **The Sunday Times**. You will also manage our company website and have an interest in social media to support our online presence.

You will be attracted to working in Oxford for a small, entrepreneurial company with a successful 24-year track record, and be a graduate with at least three years' relevant experience, likely gained from working as an in-house or freelancer graphic designer.

You must be well-organised, able to multitask and prioritise under pressure.

## The role & responsibilities

### *Awards and networking dinners*

- Design, edit and prepare for print all literature/materials for our six annual awards dinners and c.20 regional networking dinners, including but not limited to invitations, programmes, guest booklets, certificates and stage assets
- Attend the awards dinners and assist the events team at the venue

### *Website*

- Manage the day-to-day running of the website, with SEO in mind, as well as updating and troubleshooting, and support in the digital publication of our league tables and news blogs
- Support the ongoing development of our website and help manage our relationship with our website design agency

### *Social media*

- Work closely with our small editorial and social media team to create graphics supporting our social media output especially around events and publications, and assist in posting and publishing where needed, primarily on LinkedIn

### *Marketing literature*

- Create and update all marketing literature, sponsorship proposals and document downloads for the company website
- Create and update ads for *The Sunday Times*, as well as flatplan mock-ups of the supplement prior to launch
- Help with preparing documents for presenting to sponsors or other internal/external presentations or meetings

### *Supply and delivery*

- Liaise closely with printers and other suppliers (e.g. certificate framers) to oversee the delivery of awards event items to tight deadlines and monitor those costs

## The candidate

### *Essential*

- Graduate in graphic design or similar, with at least **three** years' relevant experience and proven track record of producing high quality visual content
- Advanced Adobe InDesign, Photoshop and Illustrator skills, along with experience of creating and editing documents in Word and Powerpoint, and Keynote for presentations; comfortable working primarily on Windows and also on MacOS
- Experience of using WordPress and some understanding of HTML to support the running of the company website
- Ability to design and edit documents with meticulous attention to detail, across multiple projects and to tight deadlines, and to develop high-quality artwork through to production
- Ability to work well within a team and with others at all levels of the company
- Understanding of the importance of branding/experience working with corporate brand guidelines
- Be able to balance a varied work-load in a friendly and informal, but at times, high-pressured environment

### *Desirable (training offered)*

- Understand how to use LinkedIn and Twitter in a business context
- Knowledge of Adobe Premiere Pro video editing software
- Familiarity with Google Analytics and social media analytics

## **Our company**

Fast Track is based in St Clements, Oxford. It researches and produces six annual league tables of the UK's top-performing private companies, from the fastest-growing to the biggest. We publish them with *The Sunday Times* and are supported by blue-chip sponsors such as Virgin, Barclays, BDO, HSBC, Lloyds Bank, Santander, UBS Wealth Management, PwC and DHL Express.

We annually host c.25 highly-regarded invitation-only awards events and networking alumni dinners for the entrepreneurs and directors whose companies have featured on our league tables. (Note: Due to COVID-19 we held virtual online events in the second half of 2020.)

Our sole source of revenue is from our blue-chip sponsors, who use their sponsorship to raise their profile among the successful private companies in our network, and to meet and win new business from the hard-to-reach entrepreneurs and directors at our events, and through company visits which we organise for them.

Fast Track has c.20 staff, and some freelancers, based in its office, in an attractive Grade II listed converted school and chapel, with an informal but hard working culture. It is led by CEO Hamish Stevenson who founded the company in 1997.

## **Benefits**

### *Hours and holidays*

- 25 days holiday
- Some flexible work arrangements and start time i.e. 8am/9am to 5pm/6pm
- TOIL which includes the office closing one and a half hours early most Fridays
- Company contributes £100 plus a 'well-being' day off to support a charitable cause of your choice

### *Perks*

- Perkbox membership – benefits include discounts, freebies and reduced gym memberships
- Weekly funded lunch time 'sports club' (i.e. badminton, tennis or running)
- End of month company drinks, a company Summer party, and Christmas party with partners

### *Other*

- Minimum three days external training a year, in addition to internal training
- After five years:
  - One extra paid day of holiday accrued
  - Option to take three-month unpaid sabbatical
  - A post-maternity leave return-to-work bonus

For further information and '*Working Life at Fast Track*' see [fasttrack.co.uk/about-us/careers/](https://fasttrack.co.uk/about-us/careers/)

## **How to apply**

Please email [jobs@fasttrack.co.uk](mailto:jobs@fasttrack.co.uk), with a one-page application letter, including your current and expected remuneration, notice period, where you saw the vacancy, and a copy of your CV.

For further info, contact Rebekkah Hughes or Lucy Stock on **01865 297100**.

## **The recruitment process**

- *Online assessment*: selected candidates will be asked to complete a one-hour online exercise
- *Interviews*: we currently plan to hold initial interviews via Zoom