



Account Manager (Sponsorship and Events)
Threshold Sports Job Description

We have a great opportunity for a highly organised and experienced Account Manager to join the team and manage some of Threshold's most valuable partnerships. Your bright and friendly personality will enable you to work closely with them to understand their objectives and find solutions using our events as their platform. You'll deliver best in class event activations building long-term partnerships as a result.

The full detail is below, but if this role appeals then complete this online form, and upload a copy of your CV and a covering letter explaining why you would be right for Threshold and the position.

Hours:	Monday to Friday, 09:00 to 18:00 Occasional weekend work during event season (May – October)
Location:	Wandsworth, London
Start date:	February 2019 – October 2019 (fixed term contract)
Salary:	£25,000 - £30,000 per annum dependent upon experience (pro rata'd to fixed term contract)
Interview process:	This will be a two-part process of first round interview then a final interview which may include a relevant task or presentation
About Threshold:	<p>At Threshold Sports we create extraordinary outdoor challenges with extraordinary outcomes for people of all abilities whether they be employees in global companies, celebrities or just plucky individuals looking for a challenge. We do this because we believe that More Is In You™.</p> <p>We believe people have tremendous potential to achieve more than they ever thought possible and to prove it we create challenges to test people's very fibre and spirit. We support them every inch of the way and they discover there's always one more footstep, one more pedal turn, one more morsel of determination to get them over the line.</p> <p>Our events serve a holistic purpose: getting people fitter and healthier, bonding people through shared endeavour, fostering better team work, raising stacks of cash for charities, providing a healthier way to get to know clients and giving those that take part a greater sense of self-esteem, optimism and resilience.</p> <p>We're the company that got David Walliams down the Thames and Davina McCall from Edinburgh to London in aid of Sport Relief. We're the company that takes a thousand riders a thousand miles from Land's End to John O'Groats every year through the Deloitte Ride Across Britain. And we're the company behind BP's Olympic ambassador sponsorship campaign, working with the likes of Jess Ennis and Richard Whitehead before the public even knew who they were.</p> <p>The people at Threshold are united by a love of the outdoors, pushing themselves and squeezing as much fun out of work as possible.</p>

<p>Job Description:</p>	<p>We are looking for a highly organised Account Manager to manage and support on 10-15 of our key partnerships. You will help ensure they get the best out of our events enabling us to build our relationship with them for the long term. Your responsibilities will include:</p> <p>Account management</p> <ul style="list-style-type: none"> • Build and maintain close relationships with a number of clients simultaneously • Manage monthly calls/meetings – set agendas, take minutes, circulate and follow up on actions • Write and maintain cross-functional project plans and ensure projects are tracking on-time and against budgets • Raise invoices in a timely and accurate manner <p>Rights delivery:</p> <ul style="list-style-type: none"> • Organise and oversee the delivery of partner rights and projects • Liaise with the Marketing and Operations team to ensure all partner rights are delivered • Gather partner content for social media and event communications <p>Event and activation management:</p> <ul style="list-style-type: none"> • Advise the client on how they can extract the most value from their partnership with our events • Develop, deliver and manage budgets for activations plans based on client objectives • Create live event documents, including master schedules, photography briefs and sponsor information sheets • Lead live activations and host clients across event weekends • Co-ordinate debrief meetings (internal and external) and prepare final evaluation reports <p>General support:</p> <ul style="list-style-type: none"> • Support with financial reporting and forecasting on projects • Support Senior Account manager on overall running of the Sponsorship and Partnerships team
<p>Key competencies:</p>	<ul style="list-style-type: none"> • Pride and exemplary attention to detail in work • Highly organised (methodical and process driven) • Excellent time management • Strong people management skills • Strong communicator • Able to deliver results and meet client expectations • Able to take responsibility and use initiative
<p>Skills and experience:</p>	<p>The ideal candidate for this role will be/have:</p> <ul style="list-style-type: none"> • An events or hospitality background • Experience or understanding of handling sponsorship rights and activation planning - either from a (brand/rights holder or agency position • A confident communicator (verbal and written) • Able to listen and relate well - listening to our clients needs and translating them into actionable plans (• Ability to prioritise, and manage time effectively • Forward planning, anticipating pitfalls and problem solving

	<ul style="list-style-type: none">• Able to manage expectations of clients and monitor performance against deadlines• Confident in using Word, Excel and ideally Keynote and (PowerPoint (
How to apply:	<p>The only way to apply for this role is via our online application form. The form takes just one minute to complete and requires you to upload a CV and Cover Letter (doc/pdf).</p> <p>Please click here to apply.</p>