



OUR EVENTS CHANGE LIVES

Threshold Sports

Job spec: Senior Account Manager

13th March, 2019



MORE IS IN YOU /

Do you draw energy from the people around you and look to inspire others to realise their potential?

Award-winning events. Awe-inspiring landscapes. A dynamic and ambitious team.

At Threshold our purpose is to help people realise their potential through world-class events. We do this by:

- Supporting **individuals** to go beyond what they feel is possible
- Showing **clients** how they can fulfill their potential as responsible businesses
- Enabling **charities** to maximise their fundraising and support engagement
- Inspiring our **employees** to be the best versions of themselves

As we approach another busy event season, we have an exciting opportunity for a **Senior Account Manager** to join the Threshold team and help lead 10-15 of our key sponsorships and partnerships.

Do you thrive in a fast-moving environment, have you worked in a startup environment or are you bursting with an entrepreneurial spirit?

If so, we want to hear from you! This rewarding role will challenge you and help deliver far-reaching impacts for thousands of people.

Click below to watch a sample of the magic you will be helping to create...



If you believe you are the right person for this challenge, then please apply via this [online application form](#). Include a **CV** and **covering letter** explaining why you would be the perfect fit for Threshold and the role.

Hours:	Monday – Friday 09:00 to 18:00 An option for flexible working days, depending on experience Occasional weekend work during event season (May – October)
Location:	Wandsworth, London
Start date:	Immediate – October 2019
Salary:	£30,000 - £40,000 per annum dependent upon experience (pro rata'd to fixed term contract)
Job Description:	<p>This role sits within the Threshold Events side of our business, where you will be working across 10-15 of our sponsorship and partner accounts.</p> <p>Account and Project Management:</p> <ul style="list-style-type: none"> • Work on on all partnerships, including rights management, activation and measuring objectives (mix of leadership and support) • Build and maintain close relationships with a number of clients simultaneously to foster true partnerships • Spot opportunities for growth within the accounts • Run 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 • Co-ordinating debrief meetings (internal and external), analyze feedback and prepare final evaluation reports <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 <p>Legal and Finance:</p> <ul style="list-style-type: none"> • Organise and oversee the delivery of contractual rights and projects • Liaise with Marketing and Operations teams to ensure all rights are delivered • Support on the renewal of existing partners negotiations across all sponsorship contracts • Ensure projects are tracking against budgets, with the ability to negotiate further if required • Oversee and forecast the profit and loss accounts for sponsorship revenue • Invoice in a timely manner for rights fees and activation support <p>General support:</p> <ul style="list-style-type: none"> • Support the internal Threshold Events team to deliver best in class events • Support with event launches (existing and new) • Support and advise the Commercial team

Key competencies	<ul style="list-style-type: none"> • Excellent attention to detail • Strong communicator • Ability to work across multiple accounts and partners • Sponsor and rights management • Knowledge of the sports event marketplace / delivery • Strong people management skills • Able to deliver results and meet client expectations • Able to take responsibility and use initiative
Skills and Experience:	<ul style="list-style-type: none"> • Calm and professional and have excellent inter-personal skills, with a good ability to judge the right tone for different situations • A confident communicator, both speaking and in the written word • Able to produce client work to an impeccable standard • Able to prioritise, manage expectations of clients and meet deadlines • Friendly, flexible and adaptable • Trusting and understanding • Able to stay relentlessly cheerful when under pressure • Confident in using Excel, Word and Keynote (mac)
How to apply:	<p>The only way to apply for this role is via our online application form.</p> <p>The form takes just one minute to complete and requires you to upload a CV and Cover Letter (doc/pdf).</p>