



OUR EVENTS CHANGE LIVES

Threshold Sports

Job spec: Fixed Term Freelance Account Executive

April, 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 fast approach our biggest ever event season, we have an exciting opportunity for an **Account Executive** to join the Threshold team and help support the Account Management Team during a busy summer of events.

You will help look after our much-valued participants as well as getting stuck into event preparation and delivery. You will work closely with a number of teams internally in order to support our participants, charities and partners with event information and communications, and will have the chance to work at live events. It is the ideal opportunity for someone looking to get into the events industry and a great chance to be part of a very close team at a vibrant, growing company.

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



THRESHOLD/
MORE IS IN YOU™

Hours:	Monday – Friday 09:00 to 18:00 (unless working on a live event) Occasional weekend work during event season (May – July)
Location:	Wandsworth, London
Term:	Immediate until July 2019
Salary:	£75 per day (equivalent to £20,000 per annum pro-rata)
Job Description:	<p>Key Roles and Responsibilities:</p> <p>Participant management</p> <ul style="list-style-type: none"> • Managing participant queries via the event inboxes and phone lines • Managing registration changes, cancellations, deferrals and refunds on online registration systems • Managing email communications incl. designing emails and gathering content • Assisting with management on event documents: FAQs, Event Information Guides, training plans • Supporting the Account Executive in managing participant data in the lead up to events • Live event participant management (if available) • Setting up post-event surveys and collating participant feedback <p>Event partnerships</p> <ul style="list-style-type: none"> • Researching & booking live event activation ideas • Confirming partner live event logistics • Managing post-event surveys • Preparing sponsor kit for the live event • Preparing key live event documents and briefings
Key competencies	<ul style="list-style-type: none"> • Excellent customer service • Pride and accuracy in work • Highly organised (methodical and process driven) • Efficient time management • Strong communicator
Skills and Experience:	<p>The ideal candidate for this role will be/have:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills (both verbal and written) • Accuracy and attention to detail • Ability to multitask, prioritise and work to tight deadlines • Strong organisational skills • Flexible and adaptable nature • Must be very confident in using Excel and Word and have general good computer literacy • An interest in sporting challenges, a sense of fun and a knack for creativity is definitely welcomed
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> <p>There will be a first round telephone/skype interview and a second stage face to face interview</p>