



Threshold Sports

Job spec: Sales Operations Executive

May 2019



MORE IS IN YOU /

Do you thrive in a fast-moving environment, showing initiative and a self-determination to succeed?

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

We're looking for a highly organised, proactive and commercially minded **Sales Operations Executive** to join the best team at Threshold – the new business team. This is a great opportunity to break into the industry, playing a crucial part in the future of our award winning events.

Key to Threshold's success is ensuring a robust reporting and sales system is in place, to ensure the new business team is best equipped to make conversions. Whether it's generating new leads, implementing new processes for sales, or analysing the opportunities within our data – this role is crucial in shaping our strategy. It's also a versatile one, with the opportunity to get creative on our sales materials and get outdoors on our live events.

Will you relish making strategic decisions, reading the story behind numbers and data? Do you have excellent written communication skills, with a creative spark and a keen eye for detail?

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
Salary:	£22,000 - £27,000 per annum dependent upon experience
Benefits:	<p>This box isn't big enough! As well as being part of the famed new business team, the benefits don't stop there. After a successful completion of the probation period, you'll enjoy:</p> <ul style="list-style-type: none"> • 'More Is In You' fund: Up to £250 per year to put towards taking on active challenges in your spare time • Free place on any Threshold event (subject to approval) exc. Ride Across Britain • Regular staff social events and outings, including an annual away trip abroad or in the UK • 5 year reward: £2k to spend on a holiday and an extra 5 days' holiday • Private health insurance with Vitality, including cinema tickets and coffees, along with discounted gym membership and half price trainers • Worldwide travel insurance • 5% company contribution to your pension scheme (more than minimum) • Cycle to work scheme
Job Description:	<p>Welcome to the engine room of Threshold's commercial team. As well as the requirements below, we're looking for a fun and positive person who enjoys the social side as much as the work.</p> <p>Note – we may or may not ask you a fancy-dress related question during the interview process.</p> <p>Lead Generation: Systems and Processes</p> <ul style="list-style-type: none"> • Management of internal CRM system, leading on the company's delivery of our sales processes, policies and procedures • Management of the new business team's delivery of projects in accordance with the sales calendar • Monitoring new business performance and reporting against new business KPIs • Leading on identifying new prospective clients through analysing internal company data • Researching industry trends and new prospective clients using external data and resources <p>Lead Generation: Threshold Marketing</p> <ul style="list-style-type: none"> • Creating and delivering sales projects including quarterly mailing and other promotional tasks • Creating and developing sales materials, including brochures and case studies

	<ul style="list-style-type: none"> Assisting new business team on proposal writing where necessary <p>Finance and Reporting</p> <ul style="list-style-type: none"> Monthly reporting of P&L projections for corporate income Management and monitoring of new business budget <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) Work on majority of Threshold Events (occasional weekend work May – October)
Key competencies	<p>Analysing and Interpreting</p> <ul style="list-style-type: none"> Shows evidence of clear analytical thinking Gets to the heart of complex problems and issues, applying own expertise effectively Quickly learns new technology Communicates well in writing <p>Organising and Executing</p> <ul style="list-style-type: none"> Plans ahead and works in a systematic and organised way Follows directions and procedures Delivers a quality service to the agreed standards <p>Creating and Conceptualising</p> <ul style="list-style-type: none"> Seeks out learning opportunities Handles situations and problems with innovation and creativity Thinks broadly and strategically Supports organisational change
Skills and Experience:	<p>Required</p> <ul style="list-style-type: none"> 2 years experience in a new business or account management role Highly organised and structured in approach Excellent attention to detail Excellent written communication skills Self motivated, using your initiative in most cases Ability to produce creative work to a high standard Flexible, adaptable and positive when under pressure Proficient in Excel, Word and Outlook <p>Desirable</p> <ul style="list-style-type: none"> Experience of using CRM and/or sales systems Proficient in Keynote and/or similar presentation formats

	<ul style="list-style-type: none">• Knowledge of the sports event marketplace
How to apply:	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).