

THRESHOLD/

COMMUNICATIONS WORK PLACEMENT



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AT THRESHOLD WE BELIEVE THAT MORE IS IN YOU™

Our Purpose is to help people realise their potential through world class events.

We do this by:

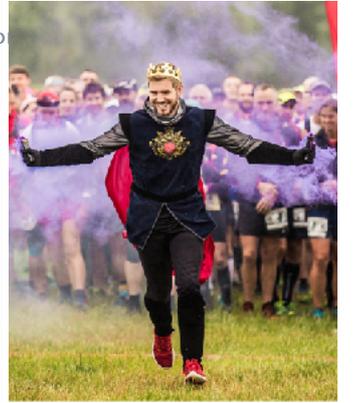
- Supporting individuals to go beyond what they feel is possible
- Showing clients how they can fulfil their potential as responsible businesses
- Enabling charities to maximise their fundraising and supporter engagement
- **Inspiring our employees to be the best versions of themselves**

Last year our team of around 24 people lead the delivery of 35 events in 10 countries helping over 35,000 people realise what they are capable of. In the process our events raised over £16m for charity.

We're offering students completing a UK-based further or higher education qualification a work experience placement in our team.

If you are interested then turn over for a quick snapshot of what life is like here and we'll take it from there...

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WHAT THE JOB INVOLVES

THINK IT MIGHT BE THE PLACE FOR YOU? THIS IS THE JOB ON OFFER.

We'll be asking you to do this

- Supporting the Participant Management with:
 - Event communications
 - Registration changes, cancellations, deferrals and refunds
 - Participant queries through event inboxes and the phone line
 - Creating monthly email communications for public, sponsors and charities for each event
 - Liaising with marketing, operations and account management teams to gather content
 - Assisting with management of website FAQs, event information guides and information platforms
 - Creating and managing event booking forms and promotional links
 - Supporting with participant data in the lead up to an event e.g. fulfilment of registration packs, transport bookings
 - Helping to prepare for the live events including creating information documents and organising kit
 - Supporting on live event Registration/Info desks (weekends)
 - Assisting in post event wrap-up, including sending lost property/trophies/medals and sorting kit

It will help if you enjoy the following

- Working with people
- Sporting challenges
- Being creative

These skills will also be useful

- Highly organised - you will manage valued event participants from the moment they sign up through to the live event
- Excellent communication and customer service skills
- Ability to multitask, prioritise and work to tight deadlines
- Flexible and adaptable
- Confident with Microsoft Office and ideally a knowledge of Mailchimp and Wordpress
- Meticulous attention to detail

If you don't fulfil every one of these criteria then don't worry. We look for people with potential and a passion for what we do.

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THE PACKAGE & OTHER GREAT STUFF

EXPENSES: Travel expenses offered with receipts

DATES: May/June to October 2020

FLEXIBLE HOURS: 9-5pm with flexibility for early or late starts and remote working

WE LIKE TO KEEP PEOPLE HEALTHY

- 1 additional day off for every weekend day worked on an event
- Free boot camps, Pilates, Yoga and afternoon energisers led by other Thresholdians
- Flexible time during the day to exercise or take time out
- Free fruit and other treats in the office
- Free tea, coffee and soft drinks in the office (and a well stocked free bar)

WE LIKE BEING SOCIAL

- Annual summer camping trip (fully funded)
- Programme of activity throughout the year from pottery painting to more active pursuits
- Welcome lunches for new starters
- Regular catch ups out of the office to put the world to rights
- Fun, welcoming and lively environment in a bright and social office

WE LIKE TO KEEP LEARNING

- Training from the best in the industry by working with an award-winning team
- Official internal training programmes
- Internal mentoring opportunities, which can continue after the placement
- Networking opportunities within the industry

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HOW TO APPLY

WE WANT TO GET TO KNOW YOU

The recruitment process is a 3 parter. You are interviewing us as much as we are you and we will cover the important stuff, but also dig into the interesting stuff:

1. **The written work:** Submit an up to date CV (yours ideally) and a cover letter about why you think you would be the ideal candidate for the job
2. **An initial interview:** We will then want to chat in person, on Skype or on the phone to see if we think you would thrive at Threshold
3. **The final test:** If you make it through this far we'll ask you to complete a task relevant to your role and come in to present it. We will also get you to meet a range of the team from senior and junior levels. Come armed with questions for us as well.

To apply please send your CV and a cover letter detailing why you would be suitable for Threshold and the role to info@thresholdsports.co.uk

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CLICK TO MEET THE TEAM

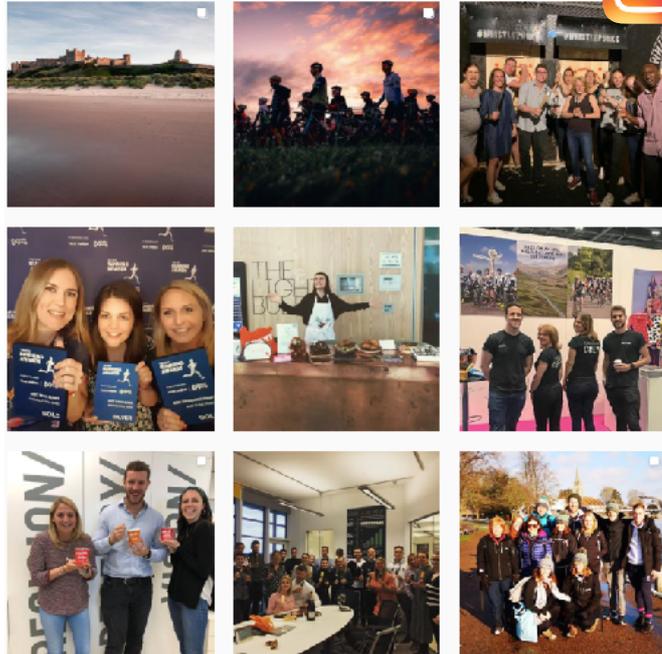


A FEW WORDS FROM THE TEAM

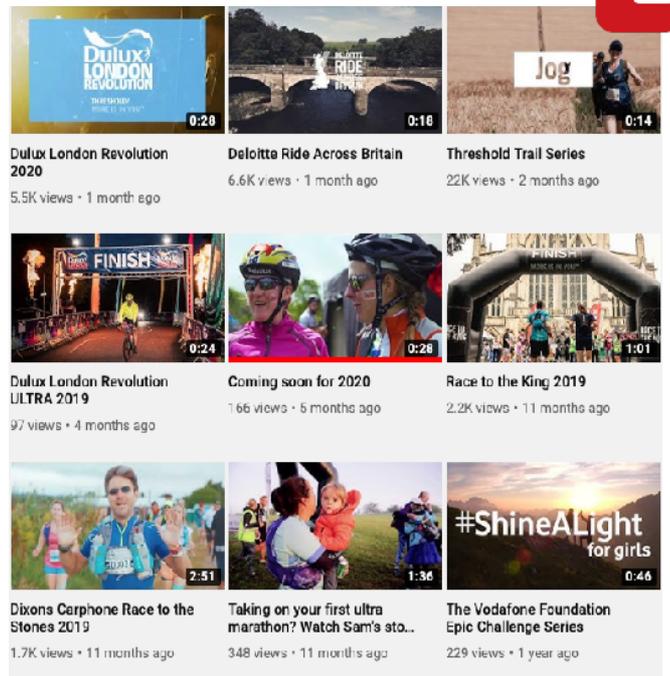
"I'm grateful to have found a workplace with such a positive and friendly environment where I feel my personal development is top priority. Then there's all the fun stuff we do in and outside of work - my wellbeing and happiness has taken a huge step-up since joining".

"I got a call from my Uni alumni team and being asked a series of questions I rated Threshold as 10/10 for a place to work and 10/10 enjoyment."

CHECK WHAT WE'RE UP TO



GET A FEEL FOR THE EVENTS



CLICK TO LEARN ABOUT THE EVENTS WE DO FOR CLIENTS

