

THRESHOLD/
SENIOR ACCOUNT EXECUTIVE - BESPOKE EVENTS



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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 sports 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 looking for a new member to join 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...

THRESHOLD/



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

- Help manage a portfolio of UK & Europe based sports events under the leadership of an Account Director
- Build close relationships with a number of clients simultaneously, earning the trust of stakeholders to develop the accounts towards renewal
- Maintain momentum with both internal and client teams, creating project timelines and weekly meetings (drawing up agendas and writing status reports)
- Plan and execute the participant journey, managing the online registration system, inbox traffic, copy writing of email comms and creating event guides
- Create and maintain content of online event hubs
- Support the creation of event branding (from brief to production to delivery)
- Process and transfer participant data to relevant parties ensuring GDPR compliance
- Shaping, presenting and managing budgets for additional activation plans that meet client objectives
- Create live event documents e.g. master schedules, info desk and crew briefing sheets
- On-site event management of the registration and info desk areas and crews
- Co-ordinate event debrief meetings and prepare final evaluation reports

It will help if you enjoy the following

- Being super friendly and a good listener
- Spinning lots of plates with brilliant time management
- Exceptional organisation and communication (verbally and written)
- Being proactive, confident and motivated

These skills will also be useful

- An events or hospitality background
- Experience in set up and management of online registration systems and mass email software (e.g. ACTIVE Networks and MailChimp)
- Confident in using Word, Excel and ideally Keynote and PowerPoint

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

SALARY: £27,000k to £29,999k per annum pro rata (dependant on experience)

HOLIDAY: 28 days pro rata (inc. bank holidays) plus time off between Christmas and New Year

PENSION: 5% employer contribution after 3 months

FLEXIBLE HOURS: 9-5pm with flexibility for early or late starts (occasional remote working requests considered)

TERM: February to October - 5 days per week (Fixed Term)

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 (and a well stocked free bar)
- Mental Health First Aid Training available

WE LIKE BEING SOCIAL

- Annual summer camping trip (fully funded)
- Annual 3-day business planning and celebration 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

- Learn from the best in the industry by being part of an award-winning team
- Internal training sessions, eg sales techniques, presentation, negotiation
- Internal mentoring opportunities
- Networking opportunities within the industry

WE LIKE TO GIVE BACK

- Volunteering days available each year upon request

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 upload a CV and cover letter of why you would be suitable for the role to [this link](#)

THRESHOLD/ LIFE AT THRESHOLD

CLICK TO MEET THE TEAM

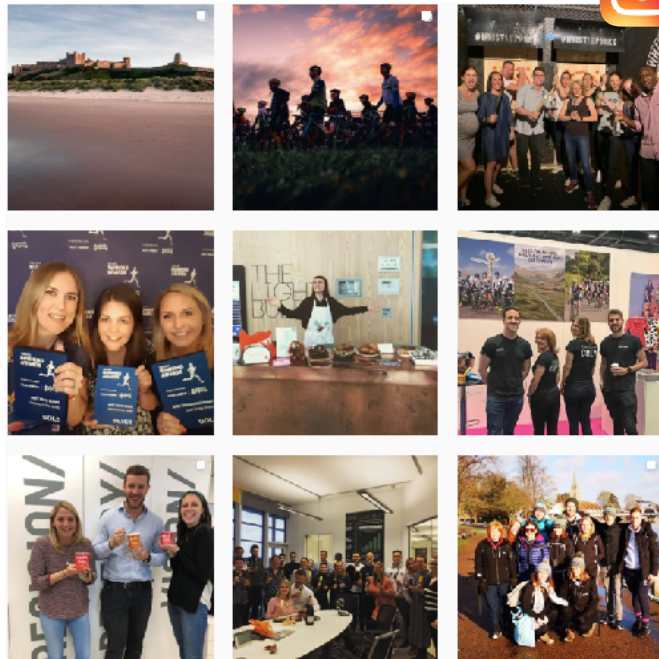


A FEW WORDS FROM THE TEAM

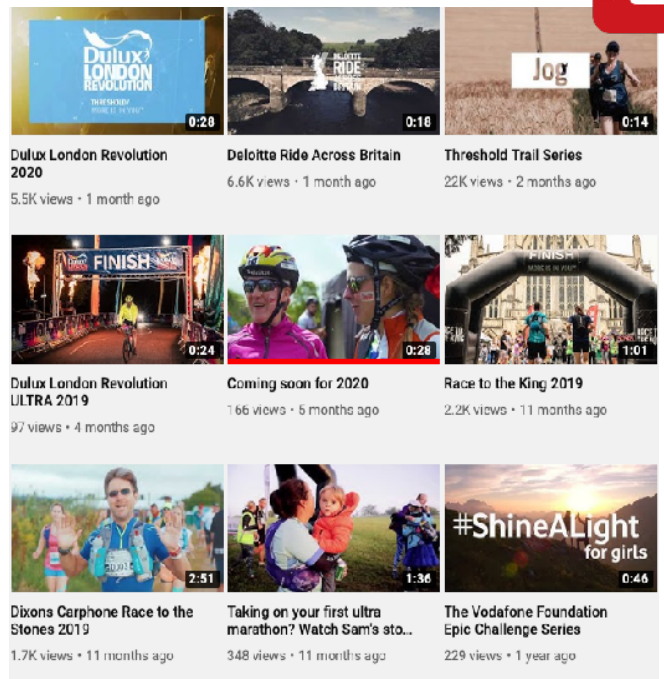
"I'm grateful to have found a workplace with such a positive and friendly environment where I feel my personal development is top priority. Then there's all the fun stuff we do in and outside of work - my wellbeing and happiness has taken a huge step-up since joining".

"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

