

**THRESHOLD/
OFFICE MANAGER**



THRESHOLD/ OFFICE MANAGER

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

In 2021, our team navigated covid-19 regulations to successfully deliver more than 20 mass participant events, all over the UK, helping over 35,000 people realise what they are capable of. In the process, these events raised over £16m for charity. Furthermore, we expanded our portfolio with the acquisition of the award-winning Endure24 running series. It was a hard year, but when we are massively proud of.

In 2022 we are set for our biggest ever year and will be working with some of the most successful companies and charities in the country to show once again that More Is In You™.

We're looking for a new member to join our team.

To support our talented team to deliver to the best of their ability, we are looking to recruit a highly organized, superhero Office Manager who can take responsibility for the smooth running of our business administration.

This has always been a key role within the business as you will be the oil to the Threshold engine ensuring everyone has what they need to excel in their roles. It's a unique mix of administrative efficiency and personal relationships which promises a fantastic experience for the right candidate. You will be reporting into the Chief Client Officer with exposure to the full working of the business.

The spec below is wide-ranging. Alongside the core administrative requirement you will provide support on HR, Finance and Health and Wellbeing. However, we don't expect one person to deliver all of it. We are looking for the right person who excels in several of the areas, and we would then bring in resources internally or externally on those that need additional support.

Ideally, this is someone who has previous experience in a similar role, is used to handling sensitive information at a senior level and is keen to get stuck into all aspects of Thresholdian life.

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

THRESHOLD/



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 with the support of the team around you

Office management tasks

- Being the face of Threshold, welcoming all guests into the Threshold office in a friendly manner
- Being the supremely organised point person for the smooth running of our business including managing our landlord, cleaners, IT, phones, post, licences, insurance, stationery, keeping our office smart and tidy and making sure all equipment is in good condition, usable and available.
- Manage the Threshold inbox and phone-lines
- Responsibility for all P&L updates on office management expenditure

HR management tasks

- Manage payroll and associated benefits, such as private healthcare, pensions, travel insurance, maternity and paternity leave pay, cycle to work and 5/10yr rewards for all employees
- Support with our recruitment, including checking job specs and posting them live, managing candidates through our recruitment process, advising teams on progress and closing jobs once filled
- Lead the onboarding and induction process for new team members, including preparation of contracts
- Ensuring all staff are using Timetastic, TOIL and Harvest systems correctly

People Engagement tasks

- Supporting in the delivery of our training calendar, diarising modules and advising the trainers of their responsibilities
- Supporting the Health and wellbeing team on delivering health and wellbeing activities for our employees, such as lunches, sports on the beach, book clubs, giving out spot prizes, supporting with our health and wellbeing newsletter
- Responsibility for all budget reporting
- Collect and report on Employee engagement survey results providing recommendations

Finance

- Support with finance incl. loading and processing supplier invoices on Xero, reconciliations and payments

It will help if you enjoy the following

- Working in a fast-paced environment supporting a highly driven and focused team
- Being highly organised and priding yourself with exemplary attention to detail and discretion

These skills will also be useful

- Problem solver and to be able to quickly troubleshoot, multitask and work to tight deadlines
- Confident with Xero
- Experience in HR administration

We don't expect you to fulfil every one of these criteria. We look for people with potential and a passion for what we do and work together to make roles that fit the candidate.

THRESHOLD/ THE PACKAGE & OTHER GREAT STUFF

SALARY: £27k to £32k per annum

BONUSES: Potential for performance and company related bonuses

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

PENSION: 5% employer contribution

TERM: Full-time contract, 5 days per week but open to suggestions subject to personal circumstance

LOCATION: Primarily Brighton office based with potential for some remote working

START DATE: January 2022

WE LIKE TO KEEP PEOPLE HEALTHY

- 1 additional day off for every weekend day worked on an event
- Vitality Healthcare which includes:
 - Discounted Apple Watch or free Amazon Prime if you keep active regularly
 - 50% off a pair of trainers every year and free annual health checks
 - Subsidised gym membership, free coffees and cinema tickets
- £250 challenge fund each year to put towards a challenge of your choosing
- Free entry into Threshold events and discounts for friends and family
- Free boot camps, Pilates, Yoga and afternoon energisers led by other Thresholdians
- Flexible time during the day to exercise or take time out
- Option to buy additional holiday at discounted rate
- 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
- Regular catch ups in the pub to put the world to rights
- Fun, welcoming and lively environment in a bright and social office

WE LIKE TO KEEP LEARNING

- Internal training programmes and opportunity for additional funding for development
- Mentoring opportunities both internally and externally

WE LIKE TO GIVE BACK

- 5yr & 10yr long service rewards with additional annual leave and adventure funding
- Match Funding of up to £100 for any fundraising challenges you take on
- Volunteering days available each year upon request

THRESHOLD/ 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 a CV and cover letter of why you would be suitable for the role to careers@thresholdsports.co.uk

Please note that as of January '21 we have been based in Brighton. To find out what motivated our move, grab yourself a brew and [read our blog](#).

THRESHOLD/ LIFE AT THRESHOLD

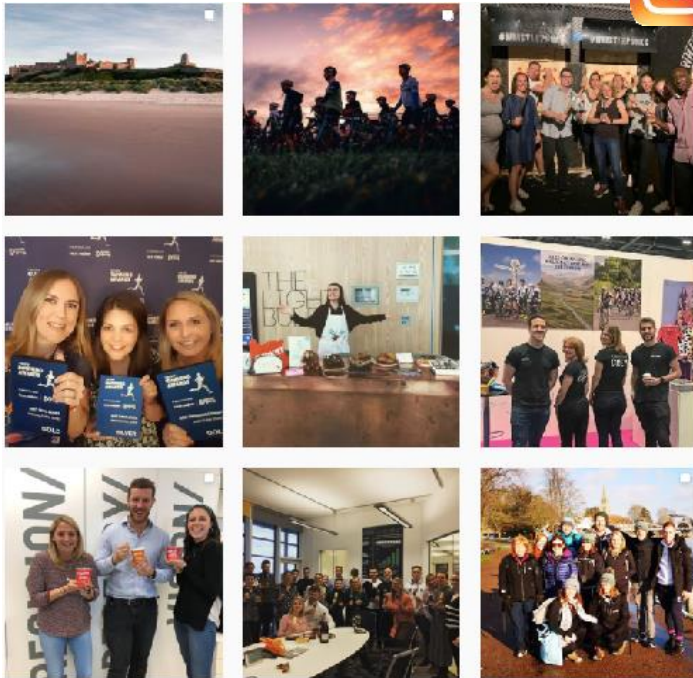
CLICK TO MEET THE TEAM



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."



GET A FEEL FOR THE EVENTS



<p>Dulux London Revolution 2020 5.5K views · 1 month ago</p>	<p>Deloitte Ride Across Britain 6.6K views · 1 month ago</p>	<p>Threshold Trail Series 22K views · 2 months ago</p>
<p>Dulux London Revolution ULTRA 2019 97 views · 4 months ago</p>	<p>Coming soon for 2020 166 views · 5 months ago</p>	<p>Race to the King 2019 2.2K views · 11 months ago</p>
<p>Dixons Carphone Race to the Stones 2019 1.7K views · 11 months ago</p>	<p>Taking on your first ultra marathon? Watch Sam's sto... 348 views · 11 months ago</p>	<p>#ShineALight for girls 229 views · 1 year ago</p>

A FEW OF THE COMPANIES WE ARE PROUD TO CALL CLIENTS

