

# THRESHOLD/ WORK PLACEMENT YEAR – PARTICIPANT COMMUNICATIONS

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# THRESHOLD/ WORK PLACEMENT YEAR

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## AT THRESHOLD WE BELIEVE THAT MORE IS IN YOU™

Our Purpose is to help people realize 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 maximize their fundraising and supporter engagement
- **Inspiring our employees to be the best versions of themselves**

In 2023, our team successfully delivered more than 43 physical and virtual events, all over the UK and beyond helping 50,000 people realize what they are capable of. In the process, our events raised over £14m for charity.

We're offering students completing a sandwich course degree qualification a work experience placement in our team.

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 PLACEMENT INVOLVES

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At Threshold, all departments are closely interlinked and so you will learn from every member of the team to get the most out of your time with us. You will experience the full cycle of a fast-paced events company, from the planning stages through to event delivery and will be exposed to a variety of activities across the business.

**In the participant communications team, we'll be asking you to do tasks such as these:**

- Supporting the end-end participant journey through management of registration platforms, participant information hubs, sending email communications and post-event wrap up tasks.
- Monitoring the event inboxes, participant phone calls and social platforms.
- Creating participant documentation such as kit lists, training plans, event information booklets, shuttle and parking timetables etc.
- Checking content of deliveries are complete / correct e.g. medals, merchandise, branding.
- Ordering stationery, packing site boxes for info desks/ registration / tent allocation.
- Organizing all live event documents.
- Delivering a best-in-class participant experience on live events supporting on registration desk and on other areas of the event.
- Supporting the HR team on administration tasks.
- Supporting the smooth running of the office and helping to plan and deliver Threshold's social events.

**It will help if you enjoy** building team spirit, being energetic and enthusiastic, working with people.

**These skills will also be useful**

- Confident in using Excel and Word
- Good communication and interpersonal skills
- Quick learner and a willingness to 'get stuck in'
- Ability to use your initiative and come up with new ideas and concepts

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

# THRESHOLD/ THE PACKAGE & OTHER GREAT STUFF

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**CONTRACT:** This is a 12-month contract at 4 days per week. This is unpaid.

**BENEFITS:** 50% off a local gym membership per annum and 50% off one pair of trainers from Runners Need per annum

**EXPENSES:** Travel and expenses are offered, up to £15 per day. We also offer payment for time spent crewing on live events on weekends.

**DATES:** From 1<sup>st</sup> August 2024 – 31<sup>st</sup> July 2025.

**FLEXIBLE HOURS:** 9-5pm with flexibility for early or late starts and remote working 1 day per week.

**LOCATION:** This role is based from our offices in central Brighton

## **WE LIKE TO KEEP PEOPLE HEALTHY**

**We offer all volunteers and employees:**

- Opportunity to participate in Threshold Events (expenses reimbursed)
- Opportunity to take part in boot camps, Pilates, Yoga and afternoon energisers led by other Thresholdians
- Flexible time during the day to exercise or take time out
- Fruit, treats, tea, coffee and soft drinks in the office (and a well-stocked free bar)

## **WE LIKE BEING SOCIAL**

**You will be expected to attend:**

- Annual summer camping trip (expenses fully reimbursed)
- Annual 3-day business planning and celebration trip (expenses fully reimbursed)
- Program 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
- Full program of training delivered throughout the year from leadership and negotiation to live event management and mental health first aid
- Internal mentoring opportunities, which can continue after the placement
- Networking opportunities within the industry

## **WE LIKE TO GIVE BACK**

- Volunteering days available each year upon request

For more information, please visit our [website](#) to see what we're all about!

# THRESHOLD/ HOW TO APPLY

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## WE WANT TO GET TO KNOW YOU

The recruitment process is a three 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 placement.
2. **An initial chat:** We will then want to chat in person, over video call or on the phone to see if we think you would thrive at Threshold.
3. **The final test:** The last part of the process, we would invite you to meet the members of the department in which we think you will thrive. An interview will be set up with the team, so they can get a feel for you and you can find out more about the great work they do.

**To apply:** please send a CV and cover letter to [careers@thresholdsports.co.uk](mailto:careers@thresholdsports.co.uk).

# THRESHOLD/ LIFE AT THRESHOLD

## CLICK TO MEET THE TEAM



## GET A FEEL FOR THE EVENTS



## A FEW WORDS FROM OUR PAST PLACEMENT STUDENTS



'My placement year at Threshold was quite simply unbelievable. The culture, the people, and the level of responsibility you will get are quite simply unique. The events industry was fairly new for me.... but within weeks I was completely enthralled by everything to do with it. You will work extremely closely with the most talented people in the industry and get to travel the country putting on the most awe-inspiring events. I truly believe you will not get the same experience in any other company/placement year. Give it a go, you'll love it!!'

- Lewis 2022/23 placement student from Loughborough University

"My placement at Threshold was a truly amazing year which taught me more than I could have imagined. Being alongside people with such knowledge and experience showed me new ways of working and inspired me to perform to the best of my ability. My placement has transformed my degree to show that I have practical experience, not just theoretical understanding which I hope will help me in the future" – Heather, 2021/22 placement student from Loughborough University

Read mid-year blog [here](#)

"I cannot imagine doing my placement year at a different organisation! The experience you gain and the levels of responsibility you have from the start are both challenging and extremely rewarding."

- Brooke, 2020/21 placement student from Loughborough University. Read end of year blog [here](#).

"I started with Threshold during the global pandemic, a time of great uncertainty for the sport events industry, yet it has been amazing to have been so deeply involved and experienced so much (even with the challenges of remote working!)"

– Mae, 2020/21 placement student from Loughborough University. Read end of year blog [here](#).

## CLICK TO LEARN ABOUT THE EVENTS WE DO FOR CLIENTS

SIDLEY

RSM



TERREX

MACMILLAN  
CANCER SUPPORT

Associated  
British Foods  
plc

Morgan Stanley



Deloitte.

