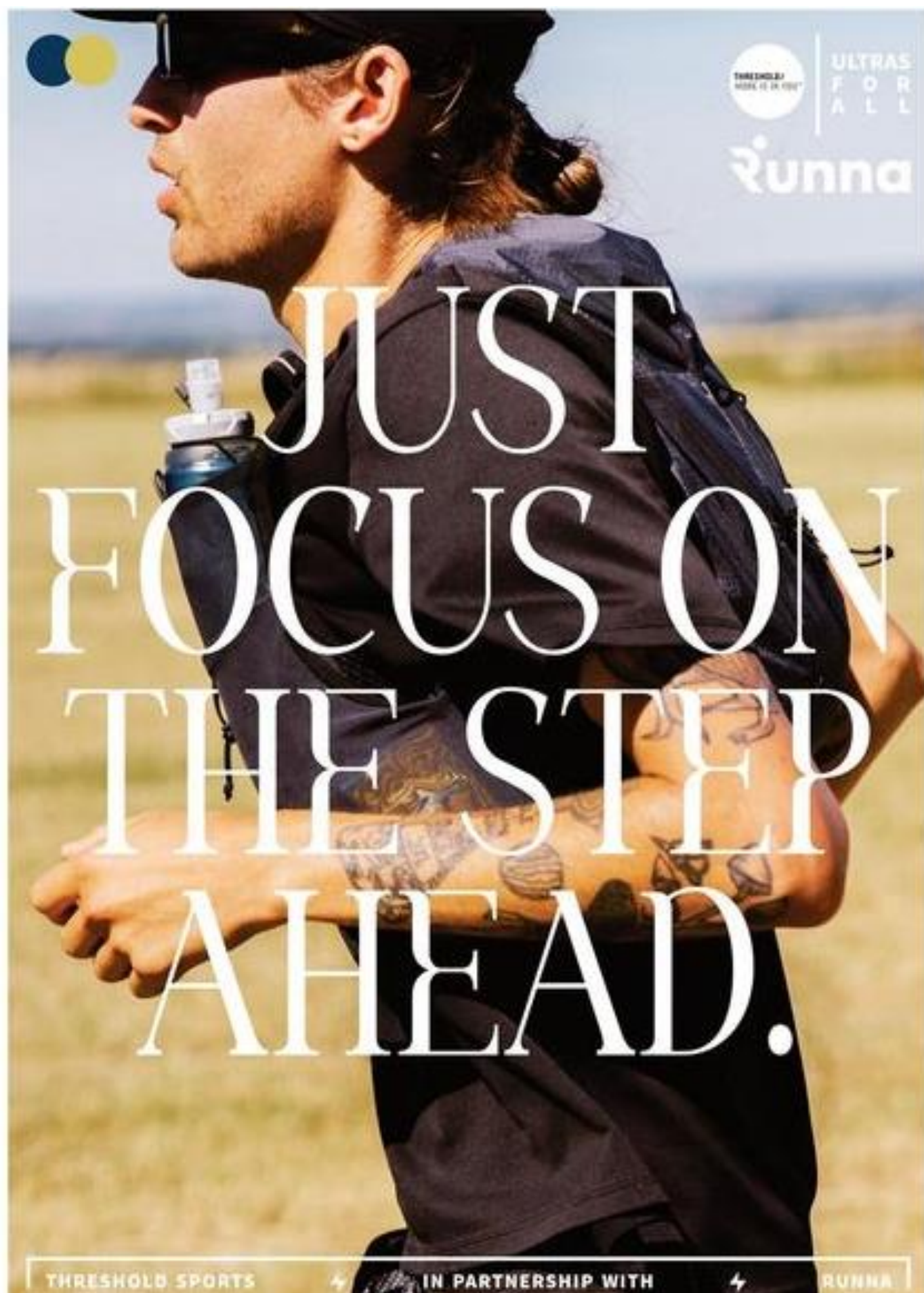


THRESHOLD/

Freelance Account Executive – Client Events

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A photograph of a man running in a field, wearing a black cap, sunglasses, and a dark shirt. He has a water bottle in his hand and tattoos on his arms. The background is a blurred field under a clear sky.

THRESHOLD/

ULTRAS  
FOR  
ALL

Runna

JUST  
FOCUS ON  
THE STEP  
AHEAD.

THRESHOLD SPORTS IN PARTNERSHIP WITH RUNNA

## Freelance Account Executive – Client 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 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

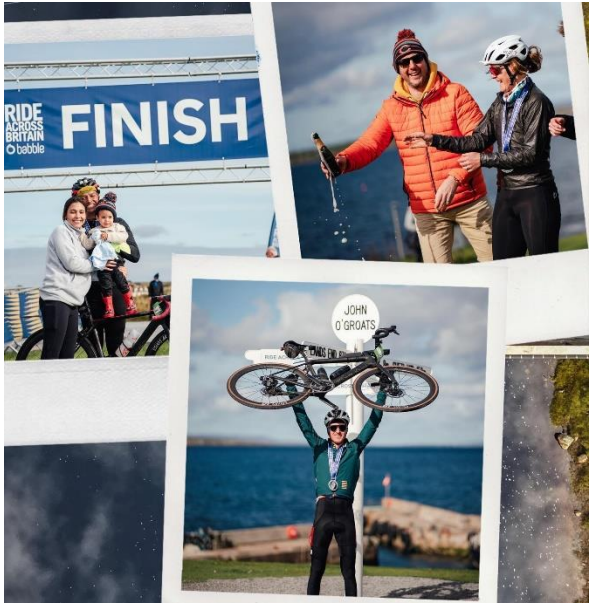
In 2023, our team successfully delivered more than 35 mass participation events, all over the UK, and abroad including Finland and Bhutan and helping over 40,000 people realise their potential in the great outdoors. In the process we helped to raise over £13m for charity.

In 2024 we're looking forward to once again working with some of the biggest companies and charities in the country. The Account Executive will play an important role supporting the Account Management team to deliver some of our most high-profile client events such as Natwest, Macmillan, Street Child and Vodafone.

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

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

**We'll be asking you to do this:**

- Supporting the coordination of the participant journey from the moment they sign up until after the event
- Supporting the delivery of participant communications
- Management of participant registration platform including setting up events, managing registration changes and refunds
- Support the team in responding to queries through event inboxes
- Create monthly email communications for event participants
- Process participant data in the lead-up to an event including fulfilment of registration packs, transport bookings, additional purchases
- Support the preparation for the live events including creating information documents
- Support on the live events on Registration/Info desks (including a limited number of weekends)
- Coordinate the post-event wrap-up, including sending lost property/trophies/medals

**You'll ideally have:**

- An events, hospitality, communications, or customer service-focused background
- Excellent communication (verbal and written) and customer service skills
- Meticulous attention to detail and admin experience
- Ability to multitask, prioritise and work to tight deadlines
- Confident with Microsoft Office

**It will help if you enjoy the following:**

- **Working with people:** includes working with people, understanding others, adapting to the team, listening, consulting others, communicating proactively, showing consideration, showing empathy, supporting others, and caring for others.
- **Presenting and communicating information:** speaking fluently, articulating key points, projecting credibility, and responding to participants.
- **Delivering results and meeting customer expectations:** focusing on participant needs and satisfaction, setting high standards for quality, monitoring and maintaining quality, working systematically, maintaining quality processes, maintaining productivity levels, and completing projects.
- **Following instructions and procedures:** following directions, following procedures, time keeping and attending, demonstrating commitment, showing awareness of safety issues, and complying with legal obligations.

If you don't fulfil every one of these criteria, then don't worry. We look for potential and passion.

**THRESHOLD/**

# THE PACKAGE & OTHER GREAT STUFF

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**RATE:** £95 per day

**FLEXIBLE HOURS:** 9-5pm 3 days per week with flexibility for late or early starts

**DURATION:** 1<sup>st</sup> April – 11<sup>th</sup> October 2024

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

**TIME OFF:** Should you require time off during your contract, this will need to be pre-agreed with the hiring manager. These days will be unpaid.

**CREW WORK:** You may be required to work at Live Events during the build, live event and / or de-rig. These crew days will be pre- agreed with the hiring manager.

**CREW RATE:** £125 per day plus travel and expenses (upto £100).

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

- 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**

- 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**

- Internal training sessions, e.g. sales techniques, presentation, negotiation
- Internal mentoring opportunities

## **WE LIKE TO GIVE BACK**

- Volunteering days available each year upon request

# THRESHOLD/ HOW TO APPLY

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## 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](mailto:careers@thresholdsports.co.uk)

Please note that we are 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

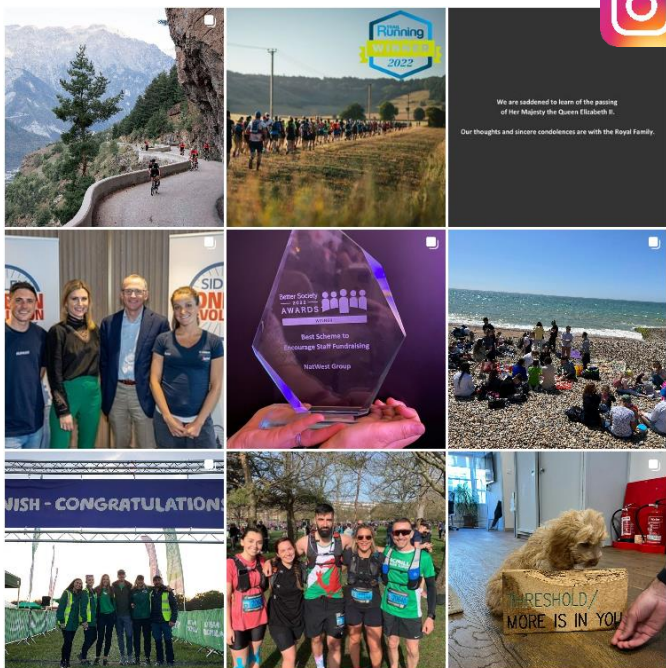


## A FEW WORDS FROM THE TEAM

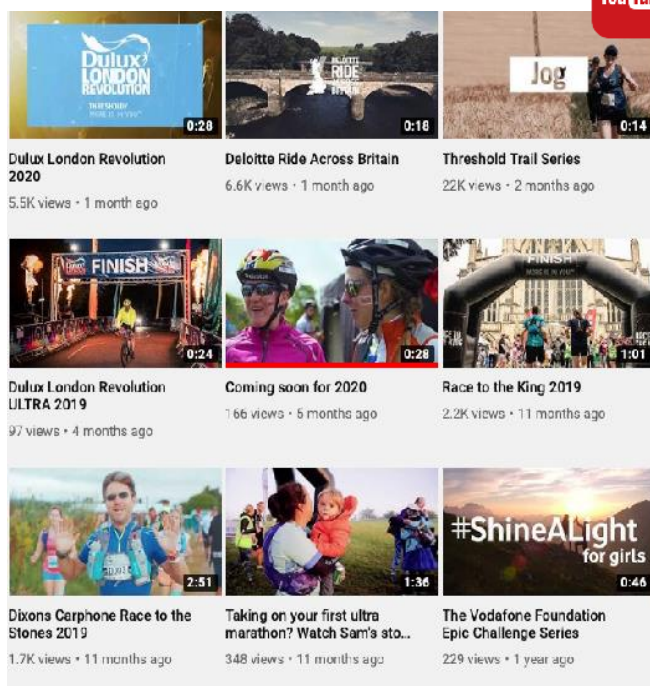
"I'm grateful to have found a workplace with such a positive and friendly environment where I feel my personal development is top priority. Then there's all the fun stuff we do in and outside of work - my wellbeing and happiness has taken a huge step-up since joining".

"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."

## CHECK OUT THE LATEST NEWS



## GET A FEEL FOR THE EVENTS



## A FEW OF THE COMPANIES WE ARE PROUD TO CALL CLIENTS

