

THRESHOLD/ WORK PLACEMENT YEAR – PARTICIPANT COMMUNICATIONS



THRESHOLD/ WORK PLACEMENT YEAR

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 2024, our team successfully delivered more than 45 physical and virtual events, all over the UK and beyond helping 60,000 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

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/campaigns and post-event wrap up tasks.
- Performing qualitative and quantitative data analysis from the registration platform for other departments to monitor trends and statistics.
- 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.
- Organising 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

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 1st August 2025 – 31st July 2026.

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 3-day business planning and celebration trip (expenses fully reimbursed)
- Program of team building activities 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

THRESHOLD/ HOW TO APPLY

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.

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

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Find us on [LinkedIn](#)