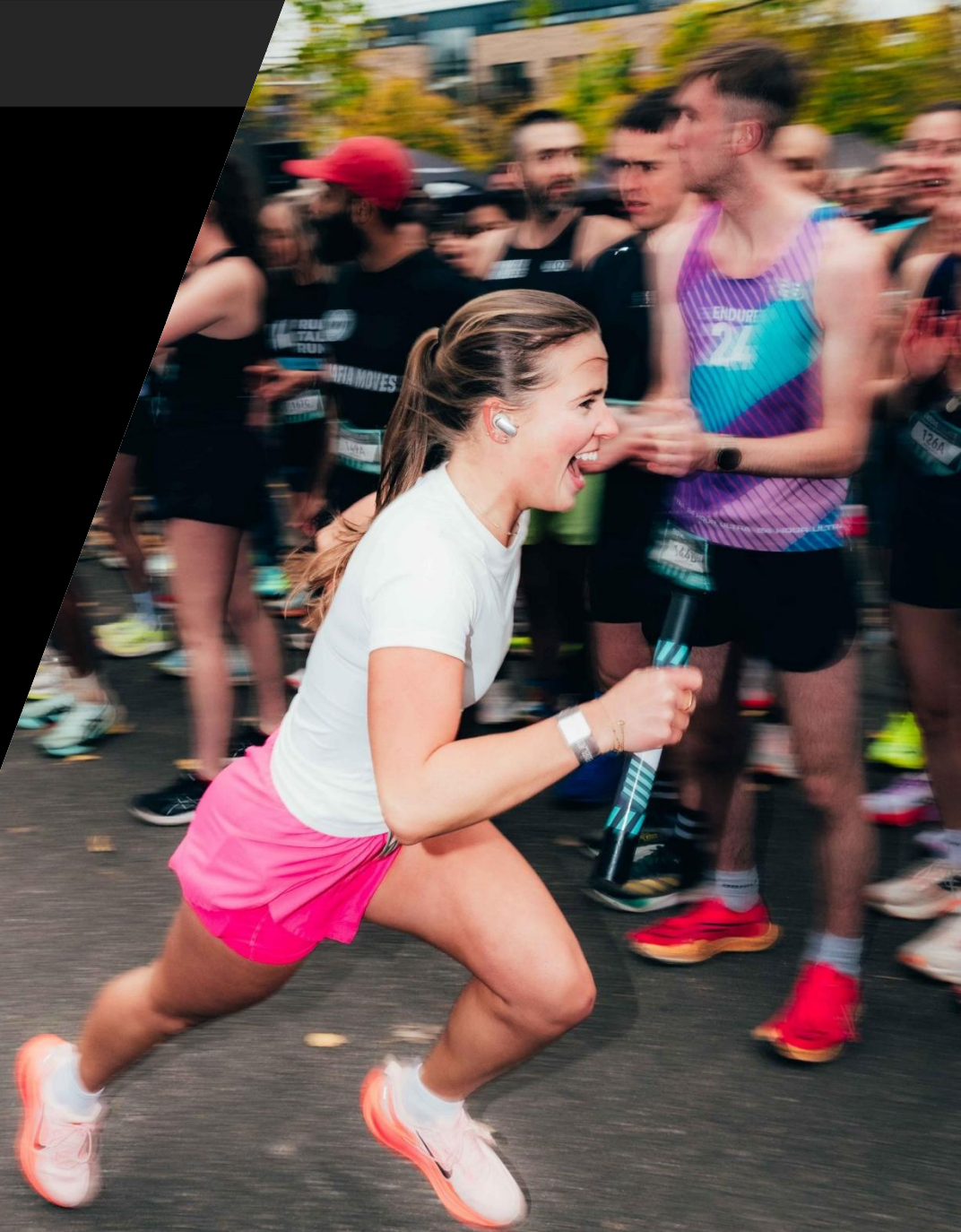


# THRESHOLD/ MORE IS IN YOU™

## Senior Account Executive

Job description, November 2025





# We believe More Is In You™

**Threshold's purpose is to help people realise their potential through world-class events.**

In 2025, our team successfully delivered over 50 mass participation events across the UK and as far afield as Rajasthan, empowering more than 60,000 people to discover what they're truly capable of.

Along the way, these events raised over £16 million for charity.

2026 is set to be another significant year of growth with our public events in double-digit growth and multiple new brand partnerships and high-profile clients coming on board.

**We're looking for a new team member to join our Account Management team and to deliver events for some of our most prestigious clients.**

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





# What the job involves

Our Account Management team hold the relationships with some of our most prestigious corporate and charity clients, as well as our sponsors and partners. We are looking for an ambitious Senior Account Executive to help lead these clients and deliver some of our largest events.

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

- With the support of an Account Director, deliver a portfolio of bespoke events for some of the UK's biggest corporate and charity brands
- Build close relationships with a number of clients simultaneously, all with different requirements and event concepts to deliver
- Align both internal and client teams, creating project plans, agendas and leading weekly meetings and ensuring all actions and deliverables are logged and kept to time
- Draw up contracts and participant T&Cs
- Lead on the participant journey, setting up online registration systems, managing inboxes, developing comms plans, writing emails and creating FAQ and event information guide documents
- On-event participant management leading on the information desk and participant registration desk, as well as client management dealing with incidents and informing them of event updates
- Help manage sponsors and create event branding, working with suppliers from brief to production and on-site event activation
- Managing event budgets with the Event Director, presenting any updates and reconciliations to clients





# The ideal character traits

**Organising and executing:** setting objectives, planning, managing time, managing resources and monitoring progress

**Delivering results and meeting client expectations:** Focusing on client needs and satisfaction, setting high standards and monitoring and maintaining quality, working systematically and maintaining productivity levels to drive project results

**Adapting and coping:** Flexing and responding to change, accepting new ideas, adapting interpersonal style, dealing with ambiguity

**Relating and networking:** Building rapport, networking, relating across levels, managing conflict, using humour and humility to manage situations as they arise

## **These skills will also be useful:**

- Experience of spinning lots of plates with brilliant time management
- Experience in a similar role (events, mass participation sports, charities and corporate clients)
- Meticulous attention to detail
- A proactive and positive attitude, with the ability to motivate a team and make confident decisions

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.**





# The core package

**SALARY:** £27k to £30k per annum

**BONUSES:** Potential for performance and company-related bonuses

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

**PENSION:** 5% employer contribution

**LOCATION:** Brighton

**REPORTING:** To Senior Account Director – Client Events

**START DATE:** January 2026

## **FLEXIBLE WORKING:**

- **Remote working:** 3 days a week in the Brighton office as a baseline
- **Flexible hours:** 9-5 pm with flexibility for early or late starts
- **Extended breaks:** Flexible time during the day to exercise or take time out
- **Additional Holiday:** Option to buy additional holiday at a discounted rate
- **Time off in lieu:** 1 extra day off for every weekend day worked on event
- **Extended remote working:** Option for additional days e.g. working abroad
- **4-day week:** Open to discussion of reduced hours

## **LONG SERVICE:**

- 5yr & 10yr long service rewards with additional annual leave and budget for adventure funding





# Extended benefits

## We like being healthy

- Vitality Healthcare, which includes:
  - Up to 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
- Boot camps, pilates, yoga and energisers led by Thresholdians
- Free fruit, treats and a well-stocked top shelf bar in the office

## We like being social

- Annual 3-day business planning and celebration trip (fully funded)
- Programme of activities throughout the year from pottery to padel
- Welcoming and lively environment in a bright and social office

## We like to keep learning

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

## We like to give back

- Match Funding of up to £100 for any charity challenges you take on
- Volunteering days available each year upon request





# The application process

## 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 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, online 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 [here](#)**

- Closing Date: Friday 19th December
- Interviews: From date applications received to 9<sup>th</sup> January
- Start date: January 2026 onwards

