

Team Administrator – Job Description

12 month contract

First Give

First Give was founded in 2014 to inspire, equip and motivate young people to make a difference to the causes they care about. As we approach our second decade, it is an exciting time to join the charity. Our vision is of a more generous society where all people are willing and able to give their time, money and skills.

We are currently developing a new strategy with an aim to reach a million young people by 2034. We intend to do this by developing new programmes and activities that will support us to achieve our mission: to create opportunities for young people to be inspired and empowered to give their time, money or skills to charities and causes that matter to them. Our existing programmes are delivered in partnership with schools across England and Wales, ensuring that as many young people as possible, regardless of their background have the opportunity to take part.

Our values at First Give inform who we are and what we do. We are:

- Altruistic
- Inspiring
- Empowering
- Collaborative
- Professional

First Give Administrator

We are seeking an enthusiastic, proactive and motivated administrator who would like a varied role. As First Give is a team of only 9 people, the successful candidate will provide cross-departmental support and administrative support to the Director and Senior Leadership Team. There is real scope for the candidate to shape the role and gain experience from involvement in various organisational projects. This is a fantastic opportunity to join an encouraging, consultative, dedicated and supportive team and be part of the work of an inspirational organisation.

Contract

12 month fixed-term contract. 3 days (22.5 hrs) or 4 days (30 hrs). We can be flexible on hours worked each day and the days worked e.g. splitting 22.5 hours over 5 days.

Salary

£27,007 pro rata (3 days - £16,204 or 4 days - £21,606). First Give is committed to paying the Living London Wage.

Location

Hybrid, in our North West London office with one day per week at home. We can be flexible regarding the specific days, but these will be fixed once agreed.

Annual leave

3 days – 20 days annual leave (inclusive of 5 pro-rated bank holiday days)

4 days – 27 days annual leave (inclusive of 6.5 pro-rated bank holiday days).

Reporting to

Deputy Director

Key responsibilities

- **Providing support to the First Give team, primarily the SLT**
 - To be the first point of contact for enquiries to First Give by email and telephone
 - Provide administrative support for First Gives Board of Trustees and SLT, including scheduling meetings and meeting minutes
 - Supporting with communications to stakeholders e.g. schools, facilitators or funders as needed
 - Managing First Gives relationship with external contractors such as printers and Salesforce support
- **Overseeing and managing financial administration**
 - Setting up and tracking payments to contractors and charities in our banking system ensuring timely completion
 - Processing, reviewing and identifying outstanding invoices (including working closely with school finance departments to ensure timely payment of school contributions).
 - Administering expenses and pre-paid card system, ensuring expenses are accurately recorded each month
 - Provide regular monthly tracking reports on payments to the Director
- **Administering First Give's charity grants**
 - Carrying out due diligence for winning charities to ensure comply with First Give donation rules
 - Liaising with winning charities to arrange payment and ensuring accurate records of payments processed
 - Running monthly reports on payments for the Director
- **Providing support to the Programmes team**
 - Supporting the Programmes team with recruitment of judges for school finals
 - Managing First Give's programme resources stock, ensuring we have enough programme documents and equipment to resource the programme
 - Management of coursebook printing and distribution to schools:
- The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked to take on other relevant responsibilities as reasonably requested by their line manager.

Safer recruitment

Safeguarding is of paramount importance to us, as an organisation that works with and for young people. The successful candidate will be asked to provide 2 references as well as undertake a DBS check.

Person specification

Essential

- Passionate about young people and their potential to drive social change
- Highly organised with excellent time management and task prioritisation skills
- Strong attention to detail
- Highly proactive and someone who naturally uses initiative
- Evidence of ability to work independently – a self-starter – while responding to guidance and feedback
- Excellent and confident verbal and written communicator with internal and external stakeholders

- Confident working in a hybrid setting, with a majority remote-networked team
- Confident using full MS Office suite (MS Teams, SharePoint, Outlook, Excel, Word etc.)
- Able to work in our office in West Hampstead 2/3 days' a week

Desirable

- Experience of using Salesforce to process data and provide reports (if not, we will provide training)
- Experience of providing administrative support in a similar organisation

Why work for First Give?

First Give provides many benefits and prides itself on how it treats its staff. Our benefits include:

- Three additional days between Christmas and New Year given to staff gratis
- An additional day off for your birthday in addition to your annual leave allowance.
- Annual leave allowance increases year on year after 3 years with First Give to a maximum of 30 days
- Access to Health Assured (health and wellbeing) Employee Assistance Programme
- As you will use your personal mobile for work, First Give provides a phone allowance to contribute towards your mobile costs
- Training and professional development budget, with regular training offered through the Pears Foundation.
- Laptops are provided on a 'paid for through service' arrangement and become the employees after three years of service
- Multiple team socials and volunteering days throughout the year

The students we impact come from all walks of life, and so do we. We appreciate that our team will only ever be stronger when we're all different. We consider gender identity, sexual orientation, race, colour, nationality, ethnic origin, religious belief, disability and age to be irrelevant to our recruitment and we do not take these factors into account when hiring.

Please get in touch with Victoria Lindop (victoria@firstgive.co.uk) if you would like to request reasonable adjustments to the recruitment process or have any other questions.

Application process

Please fill out [this Microsoft form](#) which includes a statement of how you fulfil the specification above, and why you want this role at First Give. Please also fill out this [equality & diversity monitoring form](#) (this will not be linked to your application).

1. **Application closes:** Monday 18th November at 9.00am
2. **Interviews:** Thursday 28th November
3. **Start date:** Monday 6th January 2025 or as soon as possible after this date