

Team Administrator – Job Description

First Give

First Give is a national charity that empowers young people to make a positive difference to the causes they care about. We do this by partnering with secondary schools across England and Wales, delivering a fully resourced programme that inspires an entire year group to connect with local charities and take meaningful social action — from fundraising and volunteering to campaigning and raising awareness.

Each programme culminates in a celebratory School Final, where student teams present their projects to an audience of peers, teachers, and guests. The winning class is awarded a £1,000 First Give grant for their chosen charity — but every participating student contributes to their community and gains skills, confidence, and a deeper understanding of social issues. We currently partner with over 200 schools each year, helping thousands of young people become active, engaged citizens

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

- Altruistic
- Inspiring
- Empowering
- Collaborative
- Professional

Team Administrator

We are seeking an enthusiastic, proactive and motivated administrator who would like a varied role. The successful candidate will provide cross-departmental support and administrative support for our small 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

Permanent; 3 days (21 hrs per week). We will be flexible on hours worked each day and the days worked e.g. splitting 21 hours over four or five days.

Salary

£16,817 (£28,028 FTE). First Give is committed to paying the London Living 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

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

Reporting to

A member of the senior management team (TBC)

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 Give's 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 for SLT
- **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
- **Communications and Fundraising support**
 - Some activity to support First Give's online presence, including website management, social media content
 - Provide administrative support to the fundraising team
 - Preparation of First Give newsletters to teachers and supporters

The job description provides an overview of the core responsibilities and is not intended to be exhaustive. The role offers flexibility to contribute to other relevant areas of work as needed, alongside opportunities to take on additional responsibilities aligned with the post holder's interests, supporting their professional development and growth.

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.

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
- 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.)
- Available to work in our office in West Hampstead at least 2 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 (FTE)
- Access to Health Assured (health and wellbeing) Employee Assistance Programme
- Training and professional development budget, with regular training offered through the Pears Foundation and other partners
- Up to three volunteering days per year

“It's great to work somewhere with such a strong supportive working culture.”

– First Give staff member

The students we work with come from a diverse range of backgrounds, and so do we. We want to ensure that we are recruiting, retaining and promoting a diverse mix of colleagues. We aim to foster a diverse and inclusive culture, to empower our teams to achieve our vision drawing on the broadest possible range of experiences. We therefore particularly encourage applications from candidates from minoritised groups currently underrepresented on our executive team, particularly black and minority ethnic and disabled candidates.

Please get in touch with Isaac Jones (isaac@firstgive.co.uk) if you would like to discuss the role or request reasonable adjustments to the recruitment process.

Application process

Please fill out [this application form](#) which asks for a full 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:** 24th July 2026, 9am
2. **Interviews:** w/c 3rd August 2026
3. **Start date:** ASAP after 1st September 2026