

GIVE A BOOK

www.giveabook.org.uk
112-114 Holland Park Avenue, London W11 4UA

Charity Administrator

Location: Hybrid – 3 days per week in London office

Salary: £28,000–£30,000 per annum (depending on experience)

Contract: Permanent, full-time, with 6 months' probation.

Holiday: 28 days per year plus bank holidays and Christmas closure

Reports to: Executive Director

Start date: ASAP

About Give a Book

Give a Book is a small charity with a simple mission: to share the pleasure and power of reading. We support and run reading initiatives in the hardest places, working mainly in prisons, with prisoner families and in disadvantaged communities around the UK. Every book we send is chosen with care, guided by our belief that reading can open doors and change lives.

Visit our website to find out more: www.giveabook.org.uk

The Role

We're looking for a highly organised and thoughtful Charity Administrator to keep Give a Book running smoothly behind the scenes. You'll be the quiet centre of our small, purposeful team - the person who ensures our projects, systems, and partnerships are efficient, coordinated, and well supported as our work continues to grow. This is a varied and rewarding role for someone who enjoys detail, structure, and the satisfaction of helping good things happen. You'll be joining during a pivotal and exciting moment for the charity.

Key Responsibilities:

Office Management & Administration

- Ensure the smooth day-to-day running of the charity's operations.
- Maintain accurate records and databases; ensure data security and GDPR compliance.
- Manage correspondence, scheduling, and general enquiries.
- Coordinate book orders, resources, stock, deliveries, and monthly store days with volunteers.
- Support preparation of the Annual Report and other key documents.

Patron: Lady Antonia Fraser, CH, DBE

Trustees: Joanne Barnett, Adeela Khan, Eleni Meleagrou, Sarah Moorehead,
Sarah Turvey OBE, Caroline Waldegrave OBE, Selina Walker

Executive Director: Victoria Gray Hon FRSL

Contact: info@giveabook.org.uk

Registered charity no 1149664

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- Assist in coordinating administrative volunteers.
- Maintain positive relationships with partners, supporters, and project contacts.
- Log and highlight project outcomes and feedback.

Finance & Systems

- Assist with invoice records and payments using Xero; liaise with suppliers.
- Maintain and improve internal systems, ensuring efficiency and clarity.

Communications

- Support website updates (WordPress).
- Assist in the organisation and promotion of events and fundraising activities.

Support to Executive Director

- Work closely with the Executive Director on project coordination, planning, and communications.
- Take initiative in improving systems.

About You

- You'll bring order, care, and good humour to your work, with the ability to balance detail and initiative.

Essential

Proven administrative experience, ideally in a charity or small organisation.

- Excellent written, verbal, and numerical skills.
- Strong organisational and time management skills.
- Proficiency in Microsoft Office; familiarity with Apple Mac, and databases, ideally Beacon CRM, Knowledge of Wordpress
- Confidence managing multiple tasks and deadlines.
- A genuine interest in Give a Book's mission.

Desirable

- Experience in the voluntary, education, or prison sector.
- Knowledge of GDPR

What We Offer

- A friendly, flexible, and supportive working environment.
- 28 days' annual leave plus public holidays and Christmas closure.
- Pension contribution.
- The chance to be part of a small, kind, and committed team bringing books and reading to those who need them most.

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How to Apply

Please send your CV (max 2 pages) and a cover letter (1 page) explaining why you'd like to join Give a Book to alison@giveabook.org.uk. Applications will be reviewed on a rolling basis. Deadline for applications 21st November. First line interviews (online) Friday 28th November.

Give a Book welcomes applicants of all backgrounds and experiences. We are committed to equality, diversity, and inclusion in all aspects of our work.

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