



Systems Administrator

We're looking for a proactive, highly responsible Systems Administrator to join the Operations team here at JustGiving. This is a full-time permanent role based in one of the best parts of London.

About us

JustGiving is the UK's leading provider of online fundraising services to charities and their supporters. We currently have around 8000+ charity clients and over 8 million users of our online services. Since our launch, we have helped ordinary people raise extraordinary amounts of money, over £1 billion, for the causes that they care about.

We think JustGiving is a very interesting place to work. We have a pretty flat structure, with people working in multi-disciplinary project teams to get things done. Everyone who works here has a voice and a stake in the business. We have unusual investors, who believe in growing our business in a balanced, sustainable way (they have yet to take a penny of profits out of the business).

About the role

As part of our larger Technology team of 20, you'll be responsible for the administration and support of the servers, communication systems and related technology infrastructure that support our online services and transaction processing. You will maintain the technical needs of our hosted managed web application solution and work with our managed hosting service provider to administer all aspects of our Windows servers.

You'll provide network support for servers within our London and Boston offices, and ensure our DSL connection, remote access, backups, phone and e-mail communications are reliable and working well.

More specifically, you'll:

- remotely maintain and monitor all aspects of the Justgiving's 35+ production servers (100% uptime, performance, security), including Web, and Database servers, Windows 2008 Domain Controllers with Active Directory, and application servers
- deploy and manage anti-spam and anti-virus tools
- coordinate with our Development team to schedule releases of software updates
- plan, coordinate and implement network security measures in order to protect data, software, and hardware
- provide a quick and professional response to system problems in an on-call 24/7 environment

About you

We're looking for someone with extensive experience (ideally 4-5 years) of System Administration and IT support. You'll also have:

- in-depth knowledge and experience with Windows 2008, Windows 2003, Windows 7, Office 2007, IIS 6 & 7.5 and working knowledge of SQL Server 2008
- MCSE certification (ideal but not essential)
- understanding and experience with VMware virtualization, practical knowledge of TCP/IP and networking, hardware troubleshooting expertise, Active Directory group policy, web application security, DNS (MX, A and C DNS records, domain name administration), vulnerabilities and countermeasures
- understanding and experience working with Microsoft System Center Operations Manager 2007
- superb communication and customer service skills to be able to confidently liaise with people from all areas of JustGiving
- the ability to manage your time to consistently deliver results
- an insatiable curiosity to learn new skills and the ability to pick up new things with speed
- willingness and availability to work outside of core office hours

In return for everything that you can bring, we pay competitive market rates and can offer you an exciting, challenging role in a growing business that's part of something bigger, with plenty of opportunities to learn – and of course enjoy it at the same time.

Are you the one we are looking for? If this sounds like you, please send your CV, together with a covering letter describing why you think you are the right person for us to our People Team at jobs@justgiving.com.

We embrace diversity in our applicant's backgrounds. The successful applicant will have eligibility to work in the UK.