



Kingston Carers'
Network



KINGSTON CARERS' NETWORK

Improving the lives of carers in Kingston

Archivist Volunteer - Role Details

Background:

Kingston Carers' Network is a charity that supports carers in the Royal Borough of Kingston upon Thames. A carer is someone who is providing support, unpaid, to a friend or family member who has a physical illness, disability, mental health or substance misuse issue. Our Young Carers' Project supports carers between the ages of 5-18.

How you can help:

We are looking for a computer-literate volunteer with an eye for creating order to support our Adults Carers' Support Manager with scanning, filing and archiving case notes. Our office is based at: 418 Ewell Road, Tolworth, KT6 7HF

Your role:

To provide records support to the Adults Carers' Support Manager; this may include:

- Scanning case notes and adding to database
- Archiving case notes and filing away
- Keeping various forms and documents with carer's files
- Other tasks as appropriate

We ask that you would:

- Make a regular commitment of at least 2 hours per week, for a minimum of 6 months
- Communicate any training needs to the Volunteering Coordinator

Benefits:

- The opportunity to support the work of the charity
- Gain records management experience
- Travel expenses reimbursed (and lunch expenses for those volunteering for over 4 hours in one day)

The qualities and attributes we are looking for:

No formal qualifications are needed, but we will look for some key skills and personal qualities.

A great Archivist Volunteer will be:

- A good communicator
- Confident using a computer
- Reliable
- Detail oriented
- Non-discriminatory
- Organised
- Respectful of confidentiality

Due to the nature of the role, all volunteers must undergo a DBS check.

Feel inspired?

If you would like to become an Archivist Volunteer, or would like to find out more, contact **Lyndsey** at volunteering@kingstoncarers.org.uk or **0203 375 8226**

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