



Kingston Carers'  
Network



# KINGSTON CARERS' NETWORK

*Improving the lives of carers in Kingston*

## Mail Out Support 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.

### How you can help:

Kingston Carers Network perform 10-20 mail outs a year to inform service users of beneficial support and activities. We are currently looking for volunteers to provide mail out support on an ad-hoc basis. Our office is based at: 418 Ewell Road, Tolworth, KT6 7HF.

### Your role:

- To provide mail out support to the KCN staff team, this may include:
- Printing and organising materials for distribution
- Stuffing materials for service users into envelopes
- Using the franking machine to stamp envelopes
- Sealing and posting envelopes

### We ask that you would:

- Assist the organisation on an ad hoc basis throughout the year
- Communicate any training needs to the Volunteering Coordinator

### Benefits:

- The opportunity to support the work of the charity
- Gain mail out assistant 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 Mail Out Support Volunteer will be:**

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

## Feel inspired?

If you would like to become a Mail Out Volunteer, or would like to find out more, contact **Lyndsey** at [volunteering@kingstoncarers.org.uk](mailto:volunteering@kingstoncarers.org.uk) or **0203 375 8226**

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