



**KINGSTON CARERS' NETWORK**  
*Improving the lives of carers in Kingston*



## **Admin 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:**

We are looking for reliable, computer-literate volunteers to provide administrative support to our team. Our office is based at: 418 Ewell Road, Tolworth, KT6 7HF

### **Your role:**

To provide administrative support to the staff team, this may include:

- Filling in forms
- Inputting data
- Preparing mail-outs
- Scanning and archiving
- Answering the phone and making calls
- 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 administrative/office 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 Admin Support Volunteer will be:**

- Reliable
- A good communicator, with a good level of written English
- Confident using a computer
- Committed
- Non-discriminatory
- Organised
- Respectful of confidentiality

## **What happens next?**

- **If you are interested in applying for the role, or would like to find out more, contact Lyndsey at [volunteering@kingstoncarers.org.uk](mailto:volunteering@kingstoncarers.org.uk) or 07458 305 350**
- Lyndsey will then send you an application form to complete
- Once this is returned, Lyndsey will invite you to have an informal chat, either over Zoom or in person
- If you decide to go ahead, Lyndsey will send off for your references and DBS (criminal records) check
- Then you are ready to get started!