



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:

We send out approximately 10-20 large mail outs every year to our service users. We are looking for volunteers to help us stick labels and stuff envelopes on an ad hoc basis at our office: 418 Ewell Road, Tolworth, KT6 7HF. Each time we have a mail out coming up, we will drop you a call/email to check whether you are available to help.

Your role:

- To provide ad hoc mail out support to the KCN staff team, this may include:
- Printing and organising materials for distribution
- Stuffing 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 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 Mail Out Support Volunteer will be:

- Reliable
- A good communicator
- 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 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!