



Mail-Out Volunteer - Role Details

Background:

Kingston Carers' Network (KCN) is a charity that supports carers in the Royal Borough of Kingston upon Thames. A carer provides unpaid support to a friend or family member who has a physical illness, disability, mental health problem, or substance misuse issue.

How you can help:

We send out approximately 10-20 large mail outs every year to our service users. You will help us by sticking address labels, and stuffing and franking envelopes at our office at 418 Ewell Road, Tolworth, KT6 7HF. This is done on an 'ad hoc' basis - each time we have a mail out coming up, will we drop you a call/email to check whether you are available to help.

Your role:

- Stuffing envelopes
- Sticking address labels
- Using the franking machine to stamp envelopes
- Bagging up envelopes ready for posting

We ask that you would:

- Assist the organisation on an ad hoc basis throughout the year

Benefits:

- Meet new people
- Be part of a team
- Give back to your community

Expenses:

- Travel expenses and out-of-pocket expenses will be reimbursed (up to £3.50 for lunch for those volunteering 4+ hours)
- Refreshments (tea/coffee/biscuits) are provided free of charge



KINGSTON CARERS' NETWORK

Improving the lives of carers in Kingston



The qualities and attributes we are looking for:

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

- Reliable
- Committed
- Respectful of confidentiality

What happens next?

- [Click here to complete our application form online](#)
- If you have any questions, or would prefer to receive an application form in the post, contact Lyndsey (Volunteer Manager) at volunteering@kingstoncarers.org.uk or 07458 305 350
- Once we have received your application, Lyndsey will invite you for informal interview, either online 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! We will get in touch the next time we have a mail-out we need your help with