



Kingston Carers'  
Network



# 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. Out Young Carers' Project supports carers between the ages of 5-18.

### 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

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

### Feel inspired?

If you would like to become a Admin Support Volunteer, or would like to find out

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