



Conversation Club Volunteer

Hours: 13:00 - 15:00 (2 hours per week)

Day: Tuesday

When: Ongoing

Location: Unitarian Chapel, Leicester

Role Description

We are looking for volunteers to work alongside employed staff and other volunteers to support the delivery of weekly sessions that support people to practice their English. This will involve: -

- Helping to set up and clear away the space
- Welcoming participants and helping create a friendly, inclusive environment, particularly for anyone new
- Cultural sensitivity, safeguarding, confidentiality, and inclusion at all times
- Being aware of health and safety requirements and supporting staff to maintain a safe environment
- Any other duties that may reasonably be asked, subject to time commitment

Volunteer Commitments

- to be available for weekly workshop sessions during the project period, subject to reasonable advance notice of any unavailability
- to be contactable by phone/email and attend occasional meetings or briefings if required (with prior notice)
- to support the Vision, Mission and Strategic Priorities of LCoS
- to abide by the values and all policies of LCoS, including safeguarding, equality and diversity, confidentiality, and health and safety

LCoS will provide

- Support, induction and training as required, and regular check-ins to ensure the volunteering arrangement is working well
- Reimbursement of agreed expenses in line with current policy
- Access to relevant policies, guidelines and procedures required for the role

All enquiries about this role should be sent to: volunteering@leicester.cityofsanctuary.org