



City of Sanctuary

Songs From Home - Community Language & Culture Workshop

Volunteers in this role will ideally have the following skills and attributes:

- An interest in working with refugees and asylum seeking people
- Language skills (Arabic, Amharic, Tigrinya, Farsi, Dari) are preferred but not essential
- Strong communication skills and the ability to connect and build relationships with people from different backgrounds
- Ability to encourage and support people to be more confident with speaking English

Volunteer Agreement – LCoS

This agreement sets out duties assigned to volunteers supporting the Songs From Home Community Language & Culture Workshops and the commitments LCoS makes to support them in that role. It is not, and does not purport to constitute, an employment relationship.

Role – Workshop Volunteer

Responsible to – Project Lead / Chief Officer

Overall duties

- to work alongside employed staff and other volunteers to support the delivery of weekly workshops running between March and May 2026, and if successful as a pilot continuation of the activity.

In practice this is likely to involve:

- Helping to set up and clear away the space
- Welcoming participants and helping create a friendly, inclusive environment, particularly for anyone new
- Supporting workshop facilitators during sessions, including small group discussion and activities
- Working with services users to help them translate songs, poems and stories into English in a supportive and non-judgemental way
- Being mindful of 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

This agreement can be terminated by either side, preferably with a minimum of **2 weeks' advance notice**, unless immediate termination is required due to serious concerns