

# **HIRING AND TRAINING OF PROJECT TRAINERS & VOLUNTEERS**

## **I. HIRING AND TRAINING OF PROJECT TRAINERS**

Project Trainers are an essential component of the ELSA4Schools Project. This document attempts to summarise the role of Project Trainers, and their roles, responsibilities, and training for the project.

### **1. DESCRIPTION**

1.1 Project trainers are individuals tasked with the training of volunteers for the ELSA4Schools Project. Their responsibilities will include general training of volunteers based on conduct, and also specific training of volunteers on the specific topic of presentation.

### **2. TERM TIME**

2.1 Project Trainers are selected on a yearly basis. They will be held responsible for the duties associated with the position for an entire academic year

2.2 In case of unforeseen circumstances resulting in the appointed Project Trainer being unable to complete their obligations for the rest of the year, a fresh selection process may be called with the express consent of the associated National Group AA Officer.

2.3. In certain situations, the Local Group AA Officer may also undertake the position of Project Trainer. This may only occur with the express consent of the associated National Group AA Officer. In such situations, the term time would run parallel to the Local Group AA Officer's time in office, concluding alongside the end of their term as Local Group AA Officer.

### **3. RESPONSIBILITIES**

3.1 Project Trainers will be held responsible for the overall conduction of an ELSA4Schools session.

3.1.1 Project Trainers will assume a leadership position during the conduction of the session, providing volunteers with instructions where necessary.

3.1.2. Project Trainers will be tasked with ensuring that volunteers comply with the Behavioural Guidelines for Volunteers.

3.2 Project Trainers must assist the Local Group AA Officer in the selection of volunteers. Selection of these volunteers will be done by these parties in collaboration, and both parties must agree on a candidate for their selection.

3.2.1 In the absence of an Local Group AA Officer, this responsibility is passed on to the Local Group Officer deemed in charge of the project.

3.3 Project Trainers will be required to provide a minimum of 3 hours of training to volunteers for each ELSA4Schools session. This will comprise of at least 2 hours of training specific to the topic of presentation. The leftover time must be utilised to provide guidance regarding conduct during the session.

3.3.1 These training sessions must occur less than 30 days before the date decided for the ELSA4Schools session

3.3.2 These sessions may either occur online through video calling platforms, or in person.

3.3.3. The training sessions specific to conduct must be based on the Behavioural Guidelines for Volunteers. Additional guidelines may be implemented by the Project Trainer, provided these do not conflict with the existing guidelines.

3.3.4. The Project Trainer is also responsible for keeping a clearly demarcated attendance sheet for each training session. This attendance sheet will be reviewed by the Local Group AA Officer before every ELSA4Schools session is conducted to ensure that the volunteers have been adequately trained.

3.4. Besides these regular training sessions the Project Trainer is obligated to provide a coherent 2 hour intro session to all selected volunteers on general conduct expected from them during the session.

3.4.1 These guidelines must be based on the Behavioural Guidelines for Volunteers document. Additional guidelines may be implemented by the Project Trainer provided these do not conflict with the existing guidelines.

3.5. Project Trainers will also oversee a simulation of the ELSA4Schools session conducted by the volunteers during the preparation for the actual session, and provide feedback on it.

3.6. The Project Trainer is generally required to be present at each ELSA4Schools session. Absence from these sessions is only acceptable in certain unforeseen circumstances. In such an event, the Project Trainer must inform the Local Group AA Officer of their absence a reasonable amount of time in advance. They must also nominate an existing volunteer to take over the leadership responsibilities during the session.

3.7. If a specific volunteer is unable to attend the session, the Project Trainer is tasked with finding an adequate replacement, or fulfilling this role themselves.

3.7.1. In such circumstances, the Project Trainer must ensure that any volunteer selected as replacement receives the mandatory 3 hours of training mentioned in 2.3.

3.7.2 This training would generally occur alongside the rest of the ELSA4Schools Team for the session, but may occur individually if the circumstances require this.

3.8. The Project Trainer and Local Group AA Officer must unanimously decide on the topic for presentation for an ELSA4Schools session from the catalogue provided by the National Group AA Officer. If they wish to provide a session on a topic that is not included within the catalogue, they must seek express consent from the National Group AA Officer, and develop the requisite presentation by themselves.

3.8.1. If the Project Trainer wishes to make an alteration to an existing presentation in the ELSA4Schools National Catalogue, this must be approved by the Local Group AA Officer. The Local Group AA Officer must also inform the National Group AA Officer of this change.

3.8.2. Any such alteration to material must be approved by the Local Group Marketing Officer in order to ensure CI Compliance.

## 4. HIRING

4.1. Project Trainers are hired on a local level as the responsibilities placed upon them would be too onerous to fulfil on a national level.

4.1.1. To be eligible for hiring, candidates must be a law student at the university at which the local ELSA Group operates.

4.2. The hiring of Project Trainers is the responsibility of the associated National Group AA Officer.

4.2.1. While ultimate prerogative rests upon the National Group AA Officer, they are obligated to reveal the list of applicants to the associated Local Group AA Officer.

4.2.2. The Local Group AA Officer possesses the ability to reflect on this list and communicate grievances regarding specific candidates to the National Group AA Officer in a private, official manner. The National Group AA Officer may also ask the Local Group AA Officer to provide specific recommendations for Project Trainers if they wish to do so.

4.2.3. If the National Group AA Officer proceeds to elect a candidate not endorsed by the Local Group AA Officer, they must be clearly informed of the reasoning behind this decision.

4.2.4. In the absence of a National Group AA Officer, all such responsibilities may be designated upon a different member of the National Board.

4.3. The selection process for Project Trainers is of exceptional significance, and the following stipulations must hence be obliged with:

4.3.1. The initial stage of the selection process must be via application. There must be an application form consisting of all requisite details, and questions regarding their motivations and qualifications. This must be accompanied by their CV

4.3.2. Applicants who successfully clear the application process must be submitted to an interview with the National Group AA Officer. This interview may occur in-person, or through video calling platforms online.

4.3.3. The interview may include questions specific to the candidate and their suitability to the role. Additionally, it may also include general questions regarding basic legal knowledge, as the legal abilities of the Project Trainer may potentially impact the quality of the project.

4.3.4. Questions in the interview must not include specific emphasis on the candidate's personal life.

## 5. TRAINING

5.1. Training of the Project Trainers is the responsibility of the National Group AA Officer.

5.2. Specific guidance must be provided to the Project Trainers on the emphasis and goals of the project

5.2.1. The Training process must include a general session explaining the aims and goals of the ELSA4Schools Project, lasting for a minimum of 90 minutes. This training session need not be done individually, and may instead be done together for all the Project Trainers selected by the National Group AA Officer for all the different Local Groups. The Project Trainers may also ask questions of their own during this session.

5.3. The National Group Officer is also obligated to participate in an online meeting with Project Trainers and Local Group AA Officers for each Local Group individually upon appointment to receive their input and understand how best to assist them in their ventures.

5.4. The National Group AA Officer must provide a minimum of 60 minutes of additional training for the Project Trainers regarding their role and the responsibilities. This may either be done by the National Group AA Officer themselves, or preferably through the provision of Webinars from individuals with a minimum of 2 years of experience in academia.

5.4.1. These may be individuals who perform the role of academic for charity organisations, or researchers and/or professors employed by universities.

5.5. National Group AA Officers must maintain a National ELSA4Schools Catalogue of presentations that may be used by Local ELSA4School volunteer teams for their sessions.

5.5.1. Ultimate prerogative regarding what is present in the Catalogue rests upon the National Group AA Officer. The Catalogue must consist of a list of topics and the presentations made upon them.

5.5.2. These presentations may be made either by the National Group AA Officer or by Local Group AA Officers and Project Trainers together under the express consent of the National Group AA Officer.

5.5.3. In addition to these materials, National Group AA Officers must also provide Project Trainers with concise reading lists to help them in their understanding of the presentations that are part of the National ELSA4Schools Catalogue. They must also provide requisite material for a minimum of 1 Activity associated with the presentation.

5.6. The Project Trainers may voice concerns, queries, or grievances regarding the project through the Local Group AA Officer.

## 6. EXPECTED CONDUCT

6.1. Project Trainers must conduct themselves in a professional manner and act in the interest of the project.

6.2. Project Trainers and Local Group AA Officers must work together with each other, with the Project Trainer occupying a quasi-directorial role for the Local Group AA Officer.

6.3. Any organisational issues regarding volunteers will remain under the discretion of the Project Trainer. The Project Trainer may approach the Local Group AA Officer for guidance if needed.

6.4. In cases of disagreements and conflict between Local Group AA Officers and Project Trainers regarding the project, issues may be raised to the National Group AA Officer.

6.5. During the ELSA4Schools session, Project Trainers must also act in accordance with the behavioural guidelines for volunteers.

6.6. In case of issues arising during the conduction of a session, the Project Trainer is required to assist their team and decide the best course of action under the circumstances. In the absence of Project Trainer, this role passes on to the designated Team Leader.

6.7. The Project Trainer must not act in a role superior to his volunteers, but must instead focus on collaborating with them and supporting them in preparation and delivery of the session.

6.8. As the Project Trainers will come in regular contact with institutional officials during the conduction of the session, it is important to behave in a friendly, and respectable manner. Project Trainers must provide an excellent representation of ELSA4Schools, and the wider ELSA Network to the institution, in view of building a lasting partnership for the future.

## **II. HIRING & TRAINING OF VOLUNTEERS**

This document provides all guidance necessary for the training of their volunteers by Project Trainers. Our project excels on themes of cooperation and team spirit. It is hence vital that Project Trainers strive to foster a friendly and collaborative atmosphere within the ELSA4Schools team. All guidance provided within this document must be applied in a manner that facilitates this primary goal.

### **1. DESCRIPTION**

1.1. ELSA4Schools volunteers are individuals tasked with the conduction of the ELSA4Schools project. Their responsibilities include conduction of the ELSA4Schools session, and interaction with the audience.

### **2. TERM TIME**

2.1. We provide no obligations in relation to term time of volunteers. This may either happen on a rolling basis, or preferably, on a yearly basis.

### **3. HIRING OF VOLUNTEERS**

3.1. To be eligible for hiring, candidates must be a law student at the university at which the local ELSA Group operates.

3.2. The ultimate prerogative for the hiring of volunteers for the ELSA4Schools Project rests upon the Local Group AA Officer and the Project Trainer in collaboration. A volunteer may only be selected upon the consent of both these parties.

3.3. The selection process must include an interview between the Local Group AA Officer and the candidate, to ascertain their suitability for the project. There exists the possibility of incorporating additional layers to this process. This may either be decided by National Group AA Officers on a national level, or by Local Group AA Officers on a local level.

### **4. TRAINING OF VOLUNTEERS**

4.1. The training of volunteers is the responsibility of the Project Trainer. No volunteer may take part in an ELSA4Schools session without receiving particular training for the conduction of the session.

4.2. Project Trainer is obligated to provide a coherent 2 hour introduction session to all selected volunteers on general conduct expected from them during the session.

4.2.1 These guidelines must be based on the Behavioural Guidelines for Volunteers document. Additional guidelines may be implemented by the Project Trainer provided these do not conflict with the existing guidelines.

4.3. Additionally, there must be a minimum of 3 hours of training in preparation for the conduction of each session. This training must occur less than 30 days before the conduction of the session.

4.4. These training sessions may be split into two fragments:

4.4.1. The first fragment is the training provided regarding the conduct expected from volunteers during the session. This must be provided by the Project Trainers.

4.4.2. The second fragment is training provided regarding the specific content of the presentation for the ELSA4Schools session. This may be conducted by the Project Trainers, or by professional academics or researchers in the relevant field of law with a minimum experience of 2 years in academia. This may be done in person, or online through Webinars.

4.5. Project Trainers will provide volunteers with guidance regarding reading material for the specific topic. Volunteers are obliged to conduct this reading and gain insight into the topic.

4.6. Aside from formal training sessions, the Project Trainers and volunteers are expected to collaborate and innovate ideas for an upcoming ELSA4Schools session. They may indulge in informal training sessions to improve their skills, and in teambuilding activities, to improve their overall effectiveness.

4.7. Volunteers must conduct an initial simulation of the upcoming ELSA4Schools session a minimum of 14 days before the actual session. The Project Trainer will provide the volunteers with suggestions and improvements.

4.8. Within the week before the session, the volunteers must conduct a final simulation of the session, which will be observed, questioned, and commented upon by the Project Trainer. The session may only go forward once the Project Trainer is satisfied by the quality of the presentation, and explicitly confirms so to the Local Group AA Officer.

## 5. EXPECTED CONDUCT

5.1. Volunteers are expected to conduct themselves in a friendly and positive manner. They must strive to create positive impressions of both themselves, and ELSA while conducting the session. Such emphasis is vital in order to build a long-lasting relationship with the institution for the future.

5.2. Additional guidelines for the conduct of volunteers may be found in the document titled Behavioural Guidelines for Volunteers.