

JOB DESCRIPTION

Electoral Registration



JOB TITLE:	ELECTORAL REGISTRATION CANVASSER
RESPONSIBLE TO:	ELECTORAL REGISTRATION OFFICER
REPORTS TO:	ELECTIONS MANAGER
Purpose of Job:	
To assist the Electoral Registration Officer (ERO) with the annual compilation of the Register of Electors. You will be required to visit all properties you are assigned and make attempts to obtain a completed response for these properties	
Hours of Work:	
Working hours vary depending on the size of the round. Evening and weekend for the period of the appointment is essential.	
Payment:	
Payment is based on the number and type of canvass returns.	
Core Tasks:	
Main duties to be undertaken within a required timescale include:	
<ul style="list-style-type: none">• To attend necessary training covering all aspects of the duties, including health & safety issues and collection of stationery and equipment.• Visiting each household within a designated area to deliver / complete registration forms and to check that they are fully completed.• Deliver individual voter registration forms, where required, with a pre-paid envelope and information cards to addresses within a designated area.• Advising electors on the completion of the registration form.• Attend the Elections Office in person at regular intervals as directed by the Elections Office.• Recording information about properties, including new properties and properties that no longer exist.• Sorting collected forms into order as directed by the Elections Office• Maintaining clerical records as necessary, but particularly the canvasser worksheet.• To work co-operatively with colleagues within Electoral Services Office and across the organisation.• To comply with procedures and policies outlined by the Electoral Registration Officer and Electoral Services Manager relating to equal opportunities and recognising diversity in the completion of the role.• To perform any other duty as directed by line management.	
Health & Safety: All employees have a responsibility for their own Health & Safety and that of others while undertaking their duties.	
Legislation: To comply with Data Protection legislation and all other relevant and applicable statutory legislation.	
The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.	

Person Specification	
Essential	Desirable
Basic numeracy and literacy skills.	Experience of electoral registration procedures, electoral registration canvassing or election duties.
Ability to use tact when dealing with the public.	Experience of working in a customer service environment.
Ability to meet deadlines.	
Basic written communication skills.	
Well-developed verbal communication skills, including an ability to effectively communicate with members of the public.	
The ability to build and maintain effective relationships with internal and external colleagues.	
Basic organisational skills.	
Ability to work independently and to who your own initiative.	
A commitment to equality and diversity.	
Ability to work evenings and weekends throughout the period of the appointment.	
Access to a mobile phone for health & safety reasons given that canvassing involves lone working)	
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