

Job description



Electoral Registration Canvasser (Post 1571)

Service Area

Electoral Services

Manager/Team Leader

Electoral Services Manager

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

To assist the Electoral Registration Officer (ERO) with the annual canvass. You will be required to visit assigned properties and make attempts to obtain a completed form for all of these properties.

Main Responsibilities

- Visiting each household within a designated area to deliver Household Enquiry Forms and check that they are fully completed. Where no contact can be made, to leave additional forms with guidance notes and freepost return envelope.
- Advising members of the public on the completion of the Household Enquiry Form.
- Attending the elections office in person at regular intervals as directed by the Electoral Services Manager.
- Recording information about properties, including identifying new properties that no longer exist, and writing address information on blank household enquiry forms as required.
- Sorting collected forms into categories, as direct by the electoral registration office staff.
- Maintaining other clerical records, as necessary.
- Attending training sessions covering all aspects of the duties, including health and safety issues.

General

- Working co-operatively with colleagues within electoral registration and across the wider organisation.
- Complying with procedures and policies outlined by the Electoral Registration Manager relating to equal opportunities and diversity.
- Complying with the statutory provisions of the Health and Safety at Work Act 1974.
- Ensuring that confidentiality is respected and maintained at all times.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities.

Person specification



Electoral Registration Canvasser (Post 1571)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Experience of electoral registration procedures, electoral registration canvassing or election duties		✓	*Appl Form/ Interview
	Experience of working in a customer services environment	✓	✓	*Appl Form/ Interview
Qualifications	Basic Numeracy and literacy skills	✓		*Appl Form
Skills	Ability to meet deadlines	✓		*Appl Form/ Interview
	Basic written communication skills	✓		Test
	Well-developed verbal communication skills, including an ability to effectively communicate with members of the public	✓		Test
	The ability to build and maintain constructive relationships with internal and external colleagues	✓		*Appl Form
	Basic organisational skills	✓		Interview
	The ability to use tact when dealing with members of the public	✓		Interview
Aptitude and Disposition	Ability to work independently, with a commitment and ability to work on your own initiative	✓		Interview
	A commitment to equality and diversity	✓		Interview
Personal Circumstances	Access to a mobile phone for Health and Safety reasons as canvassing involves lone working		✓	*Application Form
	Available to work evenings and weekends throughout the period of appointment	✓		*Application Form
	Access to transport, if necessary to meet the geographic requirements of this post. If personal or hire car is used it must be insured for business purposes	✓		*Application Form

*In order to assess this from the application form we require you to provide an example