

Job description

Job title:	Electoral Registration Canvasser
Department:	Legal and Democratic
Responsible to:	Electoral Services Manager
Job Purpose:	To assist the Electoral Services Manager with the annual audit of the Register of Electors.

Main responsibilities

- Making up to as many visits as directed by Electoral Services to each non-responding household within a designated area and a defined time period to confirm and/or collect completed electoral registration information, and recording each visit using the tablet and application provided.
- Advising householders on the completion of the registration form on the tablet.
- Where no contact is made after the requisite number of visits to a property, to leave a calling card at the property.
- Recording information about properties and reporting information about new properties (where necessary) to Electoral Services.
- During the canvass period, make contact with Electoral Services where necessary to clear any queries that you or Electoral Services may have.
- Attending necessary training on all aspects of these duties.

General

- To work co-operatively with colleagues within electoral registration and across the organisation.
- To comply with procedures and policies outlined by the Electoral Services Manager relating to equal opportunities and recognising diversity when undertaking the tasks assigned to this post.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To ensure that confidentiality of personal information is respected and maintained at all times.
- To submit accurate timesheets and mileage claims to Electoral Services by the date specified.
- To perform any other duty relating to the annual audit of the Register of Electors as determined by the Electoral Services Manager.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with your line manager.

Person Specification

Aspect	Detailed requirement	Essential or Desirable
Qualifications	Ability to read and write and complete and record simple mathematical functions.	E
	Possession of a full driving licence to drive a category A or B motor vehicle	E
Experience	Experience of electoral registration procedures or electoral registration canvassing or election duties.	D
	Experience of working in a customer service environment	D
Knowledge and skills	Ability to work to and meet deadlines	E
	Basic written communication skills	E
	Well developed oral communication skills, including an ability to effectively communicate with members of the public some of whom may be hostile	E
	The ability to build and maintain constructive relationships with internal and external colleagues	E
	Basic organisational skills	E
	Ability to use tact and discretion when dealing with the public	E
Personal qualities	Ability to work independently with a commitment and ability to work on your own initiative	E
	A commitment to equality and diversity	E
Practical issues	Access to a mobile phone for Health & Safety reasons as canvassing involves lone working.	E
	Available to work evenings and weekends throughout the canvass period.	E
	Access to a vehicle to meet the travelling requirements of this post. If personal or hire car is used, it must be insured for business purposes.	E