

# **Electoral Registration Canvasser - Job Description and Person Specification**

Job title: Electoral Registration Canvasser

Section/Department: Electoral Services

Responsible to: Deputy Electoral Services Manager

## **Purpose of the post**

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 Household Enquiry Form for all of these properties.

## **Main responsibilities**

- Attend a training session covering all aspects of the duties, including health and safety issues;
- Visit each household within a designated area to deliver Household forms and to ensure their completion. Where no contact can be made, to leave a calling card;
- Deliver individual voter registration forms where required with a pre-paid envelope and information cards to addresses within a designated area;
- Advise members of the public on the completion of the forms;
- Attending the Electoral Services office in person at regular intervals as directed by the Electoral Registration Officer / supervisor;
- Recording information about properties, including new properties and properties that no longer exist;
- Sorting collected forms into order, as directed by the electoral registration office staff; and
- Maintaining other clerical records, as necessary.

## **General Responsibilities**

- Working co-operatively with colleagues within electoral registration and across the wider organisation;
- Complying with procedures and policies outlined by the Electoral Registration Officer 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; and
- Performing any other duty as directed by line management.

## **Performance management**

- Participating fully in the ERO's performance appraisal processes as required.

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 line management.

## **Person Specification**

<b>Aspect</b>	<b>Detailed requirement</b>	<b>Essential or Desirable</b>
Qualifications	Basic numeracy and literacy skills	E
Experience	Experience of electoral registration procedures, electoral registration canvassing or election duties.	D
	Experience of working in a customer service environment	D
Knowledge and skills	Ability to use tact when dealing with the public	E
	Ability to meet deadlines	E
	Basic written communication skills	E
	Well developed oral communication skills, including an ability to effectively communicate with members of the public	E
	The ability to build and maintain effective relationships with internal and external colleagues	E
Personal qualities	Basic organisational skills	E
	Ability to work independently and to show your own initiative	E
Practical issues	A commitment to equality and diversity	E
	Access to a mobile phone for health & safety reasons (given canvassing involves lone working)	D
	Availability to work evenings and weekends throughout the period of appointment	E