



Job title: Electoral Registration Canvasser

Section/Department: Electoral Services

Responsible to: Electoral Services Assistant

Purpose of the post

To assist the Electoral Registration Officer (ERO) with the door to door canvass of properties at various locations throughout the Rother District Council area. You will be required to visit all properties you are assigned and encourage the non-responding electors to register or to deliver forms and calling cards to the address if they are unavailable.

Main responsibilities

Main duties to be undertaken within a required timescale include:

- Visiting all non-responding properties and electors within a designated area to encourage residents to register to vote, to hand-deliver registration forms and advise what facilities are available to provide the information required.
- Visiting each non-responding household within a designated area to encourage completion of Household Enquiry forms (HEF) and collect as necessary.
- Advising electors on the completion of the forms and encouraging the use of the Governments online registration service. Where no contact is made, to leave additional forms, notes, calling card and a freepost envelope.
- Returning completed Household Enquiry forms and providing information to the Electoral Services Office on a weekly basis.
- Recording information about empty properties and details of residents not eligible to register.
- Keeping accurate records and recording time and dates of the visits on the record of calls log.
- Maintaining other clerical records, as necessary.
- To attend necessary training covering all aspects of the duties.
- Ensure any information obtained is kept confidential and secure at all times.

General

- To work co-operatively with colleagues within the Electoral Services Office and across the organisation.
- To comply with procedures and policies outlined by the Electoral Registration Officer relating to equal opportunities and recognising diversity in the completion of the role.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To ensure that confidentiality is respected and maintained at all times.
- To perform any other duty as directed by line management.
- To abide by the Data Protection Act.

Canvassers are required to work in their own time and for the best response, evening and weekend work is required.

Each canvasser will be required to attend a training session to cover all aspects of the duties.

You will need to have good communication skills and a professional and politically neutral manner with the ability to meet deadlines

Please note: The Council's terms of recruitment, selection and employment do not apply to this post.

Under Real Time Information payments for tax purposes there is certain specific information that is required. Please ensure that the 'Checklist for Payroll' form is completed.

To comply with the Immigration, Asylum and Nationality Act 2008, we need to see proof that staff employed by us are eligible to work in this country. Therefore we will require certain documentation (eg passport) to be provided prior to you being offered a position. If you have already supplied this information to the office previously it will not be required again.

Please be aware if you are registered unemployed/claiming benefit you are strongly advised to consult your Jobcentre/Benefits office before applying to check if this position will affect your entitlement to benefits. Information given to us may be shared with other relevant bodies.

Performance management

- To participate fully in the ERO's performance appraisal processes.

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

Aspect	Detailed Requirement	Essential or Desirable
Qualifications	Basic numeracy and literacy skills	E
	Over 18 years of age	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 meet deadlines	E
	Well developed oral communication skills, including an ability to effectively communicate with members of the public	E
	The ability to build and maintain constructive relationships with internal and external colleagues	E
	Basic organisational skills	E
	Ability to use tact 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 is desirable for Health & Safety reasons as canvassing involves lone working	E
	Available to work evenings and weekends throughout the period of appointment	E
	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	E
	Be able to lift and carry moderate weights	