

Job description and employee specification

Job title:	Electoral Registration Canvassers	Location:	As allocated
Reports to:	Senior Electoral Services Officer	Working hours:	As required
Job number:	TBC	Salary:	£12 ph plus mileage
Supervises:	N/A		
Purpose:	To assist the Electoral Services Office with the annual audit of the Register of Electors.		
Key responsibilities:	<ul style="list-style-type: none"> • Making up to as many visits as directed by Electoral Services to each non-responding household within a designated area between mid-October and mid-November to confirm or amend 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, if or as required • Recording information about properties, reporting and making contact with Electoral Services with information about new properties and elector queries (where necessary) and to work co-operatively with colleagues; • Attending necessary and provided training on all aspects of these duties; • To comply with procedures and policies outlined by the Senior Electoral Services Officer relating to equal opportunities and recognising diversity when undertaking the tasks assigned to this post; • To ensure that confidentiality of personal information is respected and adhered to at all times; • To maintain and submit accurate timesheets and mileage claims to Electoral Services by the date specified; • To comply with the statutory provisions of the Health and Safety at Work Act 1974; • To perform any other duty relating to the annual audit of the Register of Electors as determined by the Senior Electoral Services Officer 		
Essential requirements, qualifications, skills and abilities:	Experience/Knowledge/Skills <ul style="list-style-type: none"> • Confident in using a tablet device with a good level of IT skills • Effective communication at all levels (excellent verbal and written skills) • Customer focussed, responsive, and co-operative with customers • Proactive/self-motivated with a flexible approach • Ability to prioritise and meet tight deadlines, and to work with limited direct supervision 		

Human Resources Internal Support

	<ul style="list-style-type: none"> To have a suitably insured vehicle, to hold a full driving licence and have the ability to drive throughout the District as necessary Basic organisational skills, ability to record time management and simple mathematical functions 	
Desirable requirements qualifications, skills and abilities:	<ul style="list-style-type: none"> To demonstrate experience in dealing with the public Knowledge and/or experience of electoral registration procedures/canvassing will be an advantage Effective communication at all levels (excellent verbal and written skills) Customer focussed, responsive, and co-operative with public and staff 	
Special conditions:	<ul style="list-style-type: none"> Expected to work the hours necessary to complete the task in the timeframe specified 	
Date of Issue:	August 2021	
Date reviewed:	12/08/2021	
Reviewed by	Name: Sharon Ellison	Job title: Senior ESO