

Electoral Services
Casual Election Staff
Casual Canvasser Job Description and Person Specification

The Canvass

An annual canvass is carried out to ensure that the electoral register is up to date.

The Casual Canvasser Role:

If, by a given stage in the canvass period, a household has not responded to the Household Enquiry Form or subsequent reminders sent by the Electoral Registration Officer, a personal canvasser will be required to visit the property. The purpose of the visit will be to encourage the occupant to complete the Household Enquiry Form.

Casual Canvassers must:

- Attend training.
- Be fully aware of their responsibilities under the General Data Protection Regulations.
- Act impartially at all times and respect the confidentiality of material handled.

Duties:

Casual Canvasser will work individually as designated by the Electoral Registration Officer.

Canvass visits

Canvassers will be required to visit assigned properties and make attempts to obtain a completed Household Enquiry Form (HEF) and possibly an Invitation to Register (ITR). Specifically canvassers are to:

- Pay up to two visits to assigned properties within a designated area to collect/complete
- HEFs and ITRs (where applicable), and to confirm that they are correctly completed.
- If necessary assist occupants in the completion of the forms. Where no contact is made with occupants, leave additional guidance at the property along with the ERO's contact details.
- Record information about properties (for example the property is empty) and identify any new properties not listed on documentation.
- Attending training with regard to these duties.
- Be aware of responsibilities in terms of health and safety (in particular lone working regulations).
- Ensure that duties are approached taking into consideration the principles of value for money and a flexible, customer focussed approach.

The post is casual and will only be required until the necessary properties have been canvassed.

Person Specification – Casual Canvasser

Skills/Personal Attributes	
Essential	Desirable
<p>Accuracy and attention to detail. Ability to follow instruction.</p> <p>Punctual and reliable.</p> <p>Good standard of written and spoken English</p> <p>Good knowledge of the local area</p> <p>Smart Appearance</p> <p>Ability to work evening and weekends.</p> <p>Ability to deal with the public</p> <p>Ability to work to timescales, on own initiative without any direct day to day supervision</p> <p>Tact and diplomacy</p>	<p>Experience of electoral administration.</p> <p>Experience of working in a customer service environment.</p> <p>Basic understanding of the principles of the General Data Protection Regulations</p>
Other	
Essential	Desirable
<p>Must attend training/briefing sessions as required.</p> <p>Access to transport to meet the geographic requirements of this post. If personal or hire car is used it must be insured for business purposes.</p> <p>Access to a mobile phone as canvassing involves lone working</p>	