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Electoral Registration Canvasser (temp)


Directorate: Corporate Resources

Service: Democratic Services

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Job title: Electoral Registration Canvasser (Temp)

Reports to: Elections and LLC Manager

Job purpose

To assist with the Annual Electoral Canvass: You will be required to visit assigned properties within a designated area to deliver a Household Enquiry Form (HEF) to each one. You will be required to make additional deliveries with reminder forms and actively encourage completion of household enquiry forms and individual registration applications, using a mobile device.

Canvassers are contracted to work during the period from August to late October. Canvassers are required to work in their own time and to complete all visits by the deadline (usually the last weekend in October). For an optimum response of at least 90%, evening and weekend working is required.

Physical Effort: Physically fit to walk for long periods visiting households knocking on doors in all weather conditions, climbing stairs where necessary and carrying HEF forms.

Main accountabilities

Main duties to be undertaken between August and End of October:

- Deliver initial HEF (Household Enquiry Forms) and any subsequent reminders to all properties in assigned canvass area, working in a flexible and adaptable manner, dealing discreetly with confidential and sensitive information in compliance with Data Protection Act and General Data Protection Regulation.
- Visit non-responding households within an assigned canvass area to complete online household enquiry returns and individual registration applications using a hand-held mobile device (tablet).
- Advising members of the public on the completion of the household enquiry / registration process and the reasons why they should respond, whilst presenting a positive image of the Council at all times.
- Attending the electoral services office in person as required to collect forms and to complete any necessary administration.
- Recording information about elector responses, property changes, including; identifying new properties, properties that no longer exist and writing information on blank forms as may sometimes be required.
- Maintaining other clerical records, as may be required.
- Attending training sessions covering all aspects of the duties, including health and safety, diversity and data protection issues.

- To adhere to the timetable and to contact the office in the event of any circumstances that may prevent the completion of your work on time.

Person Specification

	Essential Criteria	Desirable
1. Qualifications	Basic Numeracy and literacy skills. Ability to use an electronic tablet	
2. Relevant experience	Experience of working with people	Experience of electoral registration procedures, electoral registration or canvassing duties. Experience of working in a customer services environment.
3. Skills, abilities and behaviours	<p>Demonstrable communication skills:</p> <ul style="list-style-type: none"> • Basic written communication skills • Able to deal with people of all types and cultures in a polite, helpful and tactful manner • Able to effectively communicate and co-operate with electoral registration staff • Ability to assist people in completing the HEF and or the registration forms (ITR) <p>Able to plan and organise work to meet deadlines and targets.</p> <p>Able to work independently with a commitment and ability</p>	

	<p>to work on your own initiative</p> <p>Able to travel across the assigned canvass area.</p> <p>Able to work continuously throughout the period of appointment including evenings and weekends.</p>	
Practical Issues	<p>Access to mobile phone is desirable for Health and Safety reasons</p> <p>Access to transport with insurance for business use.</p>	