

## Elections Canvasser

### ESSENTIAL CRITERIA

#### QUALIFICATIONS

- No formal qualifications required; training will be provided.
- Basic Numeracy and Literacy skills

#### EXPERIENCE

- Experience in a customer facing role or working with people.

#### SKILLS & PERSONAL ATTRIBUTES

- Accuracy and attention to detail including good administration skills.
- Ability to follow instruction.
- Well developed oral and written communication skills, including an ability to effectively communicate with members of the public.
- Good knowledge of the local area.
- Ability to work to timescales, on own initiative without any direct day to day supervision.
- Able to communicate clearly and effectively with a diverse range of people.
- Strive to deliver a consistently high-quality service, with commitment to understanding and meeting customer's needs, in line with policies.
- Strong commitment to customer service and customer care.
- High level of personal presentation and professional and politically neutral manner.
- Punctual and reliable with good timekeeping and the ability to plan and organise work to meet deadlines and targets.
- Ability to work under pressure.
- Ability to maintain confidentiality.

#### OTHER

- Must attend training/briefing sessions as required.
- Awareness of, and sensitivity towards, cultural diversity.
- Available for the period of the first week in October to end of November and to work evenings and weekends throughout this period.
- 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.
- Access to a mobile phone as canvassing involves lone working.
- Must be over the age of 18.

## DESIRABLE CRITERIA

- Experience of electoral registration procedures, electoral registration or canvassing duties.
- Basic understanding of the principles of the General Data Protection Regulations.