

Elections Canvasser

BACKGROUND

Every year, the Council appoints a number of Canvassers to assist the Electoral Registration Officer with producing a new electoral register, which is published on the 1st of December.

During the annual canvass if a household has not responded to the Canvass Form or subsequent reminders sent by the Elections team, a canvasser will be required to undertake a telephone canvass and make subsequent visits to the property. The purpose of this visit will be to encourage the occupant to complete the Canvass Form.

Canvassers are required to visit assigned properties and make attempts to obtain a completed Canvass Form and where necessary an Invitation to Register (ITR). Canvassers are required to complete all canvassing activity within set time frames. During the eight-week door knocking stage, Canvassers will be expected to make at least two calls to nonresponding properties, at different times, to maximise the chance of catching residents in. For an optimum response rate Canvassers must be able to work during evenings and weekends.

Canvassers should provide encouragement to residents to make sure that all forms are completed and returned and should provide assistance with completing them where necessary.

Canvassers are required to work from the beginning of October through to the end of November.

ELECTIONS CANVASSER DUTIES

- Visit assigned households within a designated area and time period to complete Canvass Forms and individual registration applications, 2 visits may be required at some properties.
- If necessary, assist occupants with the completion of the forms.
- If no contact is made with the occupants, then a calling card with the Elections team contact details are to be left at the property.
- 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.
- Be aware of responsibilities in terms of health and safety (particularly lone working regulations) and ensure compliance with the statutory provisions of the Health and Safety at Work Act 1974.
- To ensure that confidentiality is respected and maintained at all times and personal data is held securely as required under the Data Protection Act and General Data Protection Regulations 2018.

- Attend the electoral services office in person for training and during office opening hours as required to deliver processed canvass forms and to complete any necessary administration.
- Duties must be approached by taking into consideration the principles of value for money and a flexible, customer focussed approach.
- 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.

ADDITIONAL INFORMATION

- Must attend training.
- Canvasser ID badge must be worn at all times whilst canvassing.
- Must be fully aware of their responsibilities under the General Data Protection Regulations.
- Drop off completed forms at least once a week.
- Ensure all worksheets are completed with the necessary information.
- Act impartially always and respect the confidentiality of material handled.
- Physically fit to walk for long periods visiting households knocking on doors in all weather conditions, climbing stairs where necessary and carrying Canvass and Invitation to Register forms in satchel provided.
- This job description reflects the present requirements of the role and should not be seen as an exhaustive list of responsibilities

FEES (FIXED RATE)

Admin Fee: 0.45p per form

Payment per form: currently under review. Please email for more information.

Set mileage: £0.45p per mile

Training: £20