



ELECTION STAFF RECRUITMENT

CANVASSER

Each year we employ canvassers to assist us with the production of the revised Register of Electors.

During the annual canvass, household enquiry forms are sent to each property within Adur District Council and Worthing Borough Council. In subsequent months we send reminders to any property from which we have not had a response. Canvassers are then employed to make visits to properties where we still have not received a form. We require canvassers to make at least one visit to each property within their canvass area to obtain a completed form. Canvassers are required to work in their own time. For the best response, evening and weekend work is required.

Canvasser duties

Canvassers are required to make personal visits to each property within their area that has not yet returned their household enquiry form.

Their main duties are:

- make contact with a resident of the household and check the details of the household enquiry form, making changes where necessary
- Encourage new electors to register individually
- Keep all forms securely
- Make a weekly visit to the Electoral Services Office to report on progress
- Deal with customers in a friendly and polite manner at all times

Person Specification

Experience	
Essential	Desirable
Experience of working in a customer service environment	Experience of electoral registration procedures, electoral registration canvassing or election duties
Skills/Personal Attributes	
Essential	Desirable
Ability to use tact when dealing with the public	
Good oral and written communication skills including an ability to communicate clearly, succinctly and tactfully with members of the public	
Good interpersonal skills and ability to build and maintain constructive relationships with internal and external colleagues	

<p>Ability to understand and apply oral and written instructions and guidance</p> <p>Basic organisational skills</p> <p>Ability to keep accurate records</p> <p>Ability to meet deadlines</p> <p>Ability to plan and work independently</p> <p>High degree of self-motivation</p> <p>Proven experience of working to deadlines</p> <p>Good organisational and administrative skills with the ability to resolve competing priorities and achieve the required outcome</p>	
Other	
Essential	Desirable
<p>Be willing to attend a training session</p> <p>Be physically fit as the job will involve visiting a large number of properties within your area, some of which are not easily accessible</p> <p>Ability to work independently and use your own initiative</p>	

In return, you can expect

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties

Training

Attendance at a training session is essential.

Impartiality

All staff employed by the Electoral Registration Officer must be absolutely impartial and **must not** canvass for, assist or openly support a candidate or political party at election time.