



SUPPORTING INFORMATION FOR THE POST OF

Temporary Electoral Canvasser

Two Positions Available

5 Weeks Temporary Post

July 2018

Dear Applicant,

Vacant Post: **Temporary Electoral Canvasser** (Finance and Resources Department)

Thank you for your interest in the above post. Please read the following information carefully before completing the application form.

Enclosed is an application pack, which includes:

- an application form;
- a job description; and
- a person specification.

Please ensure that you complete all sections of the application form fully. CVs are not accepted. When completing the application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfill the essential criteria for the position, you are unlikely to be successful in your application.

The closing date for applications are **Wednesday 22 August 2018**.

A provisional interview date has been set aside for **Wednesday 29 August 2018**.

If successful, you must also be able to attend **two compulsory** training sessions on:

- Tuesday 11 September at 11am – District Council Offices, Sleaford; and
- Monday 17 September at 11am – District Council Offices, Sleaford

If you do not hear from us within two weeks of the closing date, you should assume that you have been unsuccessful on this occasion.

Yours faithfully,

Hannah Dolby
HR Assistant

ADVERT
Temporary Electoral Canvasser
Two Temporary Electoral Canvasser post - covering a five week period
(18 September to 22 October 2018)

Salary £1,400
(includes mileage, evening & weekend enhancement, holiday pay & training)
A bonus is also available for exceptional return rate.

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

In July, every property in the District is sent a 'Household Enquiry Form' (HEF), which contains the current details (names etc.) held on the Electoral Register about that property. A response is required (by law) to confirm or amend the details in order that the register can be updated.

Once a completed HEF is received, any new eligible electors added to the form will be sent an Invitation to Register (ITR), which they must individually respond to (either online at www.gov.uk/register-to-vote or via the paper form) in order to be registered.

If no responses are received to either form, a reminder form is sent in August and if there is still no response, personal visits must be undertaken to try and obtain the information on the doorstep.

To meet their legal duty the ERO employs a team of temporary/sessional canvassers. Work is carried out in a person's own time, primarily at evenings and weekends. For council staff this will mean working outside of your normal council duties.

Canvassers are allocated a specific canvass area and are required to make at least two personal visits, at different days/times, to non-responding properties and non-responding individuals. Visits are undertaken to assist with the completion of HEF/ITR forms and/or to encourage those people not registered to do so. You will be required to approach and engage with each outstanding household in your canvass area to obtain information about who resides there and who qualifies to register for voting. This will involve talking to a responsible adult at each of the properties, assisting them to complete their form and where necessary obtaining the prescribed personal identifiers (national insurance number and date of birth). Good people skills are essential in this role as is the ability to use a mobile tablet device or the willingness to learn how to use one.

This position will suit a person who has time to visit properties during the day, evening and at weekends. You will need to be physically capable of walking some distances including climbing of steps and you will need access to transport. Canvassers are required to complete the canvassing activity within the set timeframe. During this stage, canvassers will be expected to make at least two calls to non-responding properties, at different times to maximise the chance of catching the residents in.

It is important to you and to us that we establish a clear commitment. Payment will be made as promptly as possible following the end of the personal canvass and could be subject to income tax unless you have a tax exemption certificate.

For further information regarding the above we encourage you to refer to our website www.n-kesteven.gov.uk. Alternatively, telephone 01529 308218.

RELEVANT DATES:

Closing date for applications is:	Wednesday 22 August 2018
Provisional Interview Date:	Wednesday 29 August 2018
Compulsory Training Dates:	Tuesday 11 September at 11am and Monday 17 September at 11am All taking place at the District Council Offices, Sleaford, NG34 7EF
Start of the Canvass Period	Immediately after your training session on Monday 17 September 2018
End of the Canvass Period	Monday 22 October 2018

OTHER NOTES:

If you are registered unemployed you are strongly advised to consult your Jobcentre Plus office before you accept any offer of employment from us - taking up temporary employment as a canvasser may affect your entitlement to benefits.

JOB DESCRIPTION

1. **DIRECTORATE:** Chief Executive
2. **DIVISION:** Finance and Resources
3. **POST TITLE:** Temporary Electoral Canvassers
4. **POST NO:**
5. **POST GRADE:** N/A
6. **ALLOWANCES:** None
7. **JOB PURPOSE:** To visit allocated properties to obtain information outstanding elector information for the compilation of the new register.
8. **PRINCIPAL RESPONSIBILITIES & Requirements:**

Main duties to be undertaken within the required timescale include:

- a) Visiting allocated households within a designated area to encourage registration forms and check that they are fully completed. This will be mainly completed through the use of a mobile canvass device.
- b) Encouraging and assisting electors to complete the registration form. Where no contact is made, to leave calling cards for future visits.
- c) Maintaining succinct and accurate records of visits and any other paperwork, as necessary.
- d) To attend compulsory training outlining the requirements and responsibilities of the role.
- e) To contact the elections office in the event of any circumstances that may prevent the completion of your work on time.
- f) Carrying a fully functioning personal mobile phone at all times while canvassing.

General

- a) To work co-operatively with the electoral registration office.
- b) To comply with all procedures and policies outlined by the Electoral Registration Officer, including health and safety awareness.
- c) To ensure that confidentiality is respected and maintained at all times.

Other Requirements/Information:

- a) Payment will be made directly into your bank account in November following the completion of the work and the submission of all necessary paperwork.
- b) A minimum standard and amount of returns are expected and as a result any canvasser failing to meet the requirements of their contract may face termination from their employment, without payment.
- c) Canvasser's work is checked against information from other sources and anyone found to be deliberately falsifying information may face criminal action.
- d) The ERO reserves the right to partially or wholly withhold payment if a Canvasser does not keep to the timetable, or if necessary paperwork is not completed and returned.
- e) The Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. All staff working for the Council who comes into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy by reporting any concerns to either Marcella Heath or Lynsey Oswick.

9. **RESPONSIBLE TO:** Marcella Heath and Lynsey Oswick
10. **RESPONSIBLE FOR:** No supervisory responsibility
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11. **POLITICALLY RESTRICTED POST:** No
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12. **H & S ISSUES** Compliance with all current legislation, Council Policy and procedures including, but not limited to, duties defined in the Health and Safety at Work etc Act 1974, the Councils Health and Safety Policy and other specific Council policies as appropriate to your role.

PERSON SPECIFICATION

Post title: Electoral Registration Canvasser

Division: Finance and Resources

Grade: N/A

Date: July 2018

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D & W	MEASURED BY
A. Work experience	Experience of electoral registration procedures or election duties.	D	Application / interview
	Experience of working in a customer service environment, preferably face-to-face.	D	Application / interview
B. Knowledge	Knowledge of electoral procedures and voter registration eligibility.	D	Application / interview
C. General skills	Good organisational skills and able to manage own workload.	E	Application / interview
	Strong communication and reasoning skills.	E	Application / interview
	Professional manner.	E	Application / interview
D. Specific skills and requirements i.e. ability to drive, IT skills, data analysis	Driving licence and access to vehicle to meet geographical requirements of canvassing round.	D	Application / interview
	Access to a mobile phone for health and safety reasons as canvassing involves lone working.	D	Application / interview
	Access to personal email for communication with the office.	E	Application / interview
	Ability to work evenings and weekends as required for purposes of job completion.	E	Application / interview

E. Qualifications i.e. Academic, professional, job- related training	18 years of age or over.	E	Application / interview
	Sound numeracy and literary skills.	E	Application / interview
	Good standard of education.	E	Application / interview
F. Team work i.e. leader, management skills	None directly		
G. Attitude and Personal Qualities i.e. motivational, diplomacy, tact, listening.	Ability to use own initiative and work with minimal supervision.	E	Application / interview
	Ability to work under pressure and to tight deadlines.	E	Application / interview
	Strong commitment to customer service and care	E	Application / interview
	Ability to forge effective working relationships with colleagues and respond positively to supervision.	E	Application / interview
	Awareness of, and sensitivity towards, cultural diversity.	E	Application / interview
	Display a professional and politically neutral manner at all times when representing the District Council	E	Application / interview
H. Equal Opportunities i.e. general awareness or specific knowledge	To have a general awareness of equal opportunities issues and how they would impact on the role	E	Interview
I. Special circumstances i.e. hours of work, lifting	Ability to work evenings and weekends as required for the purposes of job completion.	E	Application / interview
	Access to transport to meet geographical requirements of canvass area	E	Application / interview
J. Other	Awareness of basic H & S issues	E	Interview

Terms and Conditions

Post of: Electoral Registration Canvasser

A copy of the job description is attached

Salary

5 week Post (18 September to 22 October 2018)

Salary £1,400 this includes mileage, evening and weekend enhancement and training

A bonus is also available for exceptional return rate based upon completed forms:

60-70% return £100-£200 pro-rata

70-80% return £200- £300 pro-rata

80-90% return £300-£400 pro-rata

90-100% return £400-£500 pro-rata

Hours

Hours must include working during the day, evenings and at weekends to try to reach households

Training Dates

Tuesday 11th September at 11am

Monday 17th September at 11am

At North Kesteven District Council Offices, Kesteven Street, Sleaford NG34 7EF

The closing date for applications is: Wednesday 22 August 2018

Interviews will take place on: Wednesday 29 August 2018