

Job description

Job title: Electoral registration canvasser

Department: Electoral Services

Responsible to: Electoral Services Officer

Purpose of the post

To assist the Electoral Registration Officer (ERO) with the annual canvass. You will be required to visit assigned properties and make attempts to obtain a completed form for all of these properties.

Main responsibilities

Main duties to be undertaken within a required timescale include:

- Visiting each household within a designated area to collect registration forms and to check that they are fully completed. Where no contact can be made, to leave additional forms with guidance notes and freepost return envelope.
- Advising members of the public on the completion of the registration form.
- Attending the elections office in person at regular intervals as directed by the Electoral Services Officer.
- Recording information about properties, including identifying new properties and properties that no longer exist, and writing address information on blank household registration forms, as required.
- Sorting collected forms into categories, as directed by the electoral registration office staff.
- Maintaining other clerical records, as necessary.
- Attending training sessions covering all aspects of the duties, including health and safety issues.

General

- Working co-operatively with colleagues within electoral registration and across the wider organisation.
- Complying with procedures and policies outlined by the Electoral Registration Officer relating to equal opportunities and diversity.
- Complying with the statutory provisions of the Health and Safety at Work Act 1974.
- Ensuring that confidentiality is respected and maintained at all times.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities.