

Person specification	Detailed requirement	Essential Or Desirable
Qualifications	Basic numeracy and literacy skills	E
Experience	Experience of electoral registration procedures, electoral registration canvassing or election duties	D
Experience of working in a customer service environment		D
Knowledge and skills	Ability to meet deadlines Basic written communication skills	E
Well developed oral communication skills, including an ability to effectively communicate with members of the public		E
The ability to build and maintain constructive relationships with internal and external colleagues		E
Basic organisational skills		E
Ability to use tact when dealing with the public		E
Personal qualities	Ability to work independently, with a commitment and ability to work on your own initiative	E
A commitment to equality and diversity		E
Practical Issues	Access to a mobile phone is desirable for Health & Safety reasons as canvassing involves lone working	E
Available to work evenings and weekends throughout the period of appointment		E
Access to transport, if necessary to meet the geographic requirements of this post. If personal or hire car is used, it must be insured for business purposes		E