

Post Title: Temporary Canvasser		Director/Service/Sector		Office Use	
Grade: 1		Workplace: Designated area within Northumberland			JE ref: 3373 HRMS ref:
Responsible to: Elections Officer		Date:		Manager Level:	
Job Purpose: To assist the Electoral Registration Officer with the annual canvass during the months of September – October. You will be required to visit assigned properties to a deliver Canvass Forms and where applicable an Invitation to Register Form, to encourage registration and where possible collect personal data from residents on the doorstep.					
Resources		Staff			
		Finance			
		Physical	Some manual handling and carrying of materials. Door to door activities requiring a reasonable level of fitness.		
		Clients	Responsibility to record electors' information correctly and keep secure. Ensure all residents who are entitled to be registered are, so no one is disenfranchised.		
Duties and key result areas:					
Attend the annual canvass briefing/training (virtual and face to face) to receive instructions and collect equipment for designated area.					
Plan and organise own work and route taken to maximise efficiency.					
Manage time effectively to meet deadlines.					
Contact the elections office in the event of any circumstances that may prevent the completion of your work at the earliest opportunity.					
Maximise resident responses by visiting households at suitable times, when residents are expected to be home, including evenings and weekends.					
Visit each allocated household/residents in designated area once.					
Gather accurate personal information from residents.					
Adhere to all Health and Safety policies and report any incidents to the elections office immediately. Read the Health & Safety and Lone working documentation.					
Complete all paperwork accurately and return in a timely manner by the agreed date.					
Provide an excellent level of customer service to all residents, ensuring that the County Council is always represented in a positive manner.					
Maintain the personal information of the residents in a confidential and secure manner, whilst following GDPR regulations.					
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.					
Work Arrangements					
Transport requirements:		The work requires use of your own transport, as you will need to visit allocated households throughout the designated area to collate information from residents. You will be paid the NJC mileage rate for all mileage incurred.			

Working patterns:	Temporary Canvassers will be contracted to work during 4 weeks of activity from September - October. The number of hours vary depending on the volume and distribution of workload, which are driven by the registration timetable, and the number of outstanding Canvass Forms and Invitation to Register Forms.
Working conditions:	This post involves working outdoors in varying conditions, including adverse weather and darkness in winter months. There may be some occasions where customers may refuse to provide the information requested and a conflict may arise. The role is classed as a lone worker post.

PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Basic numeracy and literacy skills Basic understanding of Data Protection law, and the impact it has on the personal data collected		
Experience		
Experience of working independently and managing own workload	Experience of electoral registration procedures, electoral registration canvassing or election (polling) duties Experience of working in a customer service role	
Skills and competencies		
Diplomatic and tactful when dealing with members of the public, in possibly difficult and stressful situations Ability to meet deadlines Well developed verbal communication skills, including an ability to effectively communicate with members of the public Basic organisational skills Attention to detail and works with a high level of accuracy A commitment to Equality and Diversity		
Physical, mental and emotional demands		
Access to a mobile phone for health and safety reasons as canvassing involves working alone Access to own transport, if necessary to meet the geographical requirements for this post, insurance to cover business use Physically fit		

Other		
Dependable and reliable Honest and trustworthy Access to own transport which must have business insurance cover.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits