

<b>Post Title:</b> Temporary Canvasser	<b>Director/Service/Sector</b>		<b>Office Use</b>
<b>Grade:</b> 1 (£9.00 per hour)	<b>Workplace:</b> Designated area within Northumberland		<b>JE ref:</b> 3373
<b>Responsible to:</b> Elections Assistant	<b>Date:</b>	<b>Manager Level:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To assist the Electoral Registration Officer with the annual canvass during the months of October - November. You will be required to visit assigned properties to deliver Household Enquiry Forms and Invitation to Register Forms. To encourage registration and where required collect personal data from residents on the doorstep.			
<b>Resources</b>	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 with the use of a tablet device correctly, so no one is disenfranchised.	
<b>Duties and key result areas:</b>			
Attend the annual canvass briefing/training 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.			
Maximise resident responses by visiting households at suitable times, when residents are expected to be home, including evenings and weekends.			
Visit each allocated households/residents in designated area once, possibility of multiple residents per household.			
Gather accurate personal information from residents.			
Adhere to all Health and Safety policies, and report any incidents to the elections office immediately.			
Complete all paperwork accurately and return in a timely manner.			
Provide an excellent level of customer service to all citizens, ensuring that the County Council is represented in a positive manner at all times.			
Meet targets set for performance and efficiency, based on benchmarking.			
Maintain the personal information of the electors in a confidential and secure manner, under GDPR.			
Adhere to the timetable and contact the elections office in the event of any circumstances that may prevent the completion of your work.			
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.			

<b>Work Arrangements</b>	
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 4-5 weeks of activity over three stages from October - November. 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 Household Enquiry 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

<b>Post Title:</b>	<b>Director/Service/Sector:</b>	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Basic numeracy and literacy skills Basic understanding of Data Protection law, and the impact it has on the personal data collected		
<b>Experience</b>		
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	
<b>Skills and competencies</b>		
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		

<b>Physical, mental and emotional demands</b>		
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		
<b>Other</b>		
Dependable and reliable Honest and trustworthy		

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