

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Electoral Registration Canvasser (Casual)

Grade: Fixed rate per form delivered

Responsible to: Electoral Registration Officer

Job Objective: To assist the Electoral Registration Officer in the compilation of a register of Parliamentary and Local Government Electors by visiting assigned properties within a designated area of Broxtowe to make attempts to obtain a completed Household Enquiry Form or Invitation to Register forms.

Main Duties & Responsibilities:

1. Within a designated time period to make at least one visit to properties within a specified area of the borough to obtain a completed form from properties from which a Household Enquiry Form (HEF) has not been received.
2. To provide assistance to individuals to complete HEFs as necessary.
3. To return completed HEFs to Electoral Services at regular intervals.
4. Leave forms at properties where it has not been possible to make contact with residents, ensuring that all paperwork is posted securely through the letterbox.
5. Within a designated time period to make at least one visit to properties within a specified area of the borough to obtain a completed form from individuals from which an Invitation to Register (ITR) has not been received.
6. To provide assistance to individuals to complete ITRs as necessary.
7. To return completed ITRs to Electoral Services at regular intervals.
8. Leave forms at properties where no contact has been made, ensuring that all paperwork is posted securely through the letterbox.
9. To ensure that confidentiality is respected and maintained at all times and personal data is held securely.
10. To comply with any procedures and policies as required by the Electoral Registration Officer, including health and safety.
11. Promote the service and Broxtowe Borough Council positively at all times.
12. To undergo training on the role of a canvasser as required by the Electoral Registration Officer.