

## Electoral Canvasser job description

Canvassers will assist the Elections team in conducting the annual review of electoral registration. The role of a canvasser is to visit properties assigned to them and try to obtain details of anyone eligible to register to vote at those properties.

Main duties and responsibilities include:

- Visiting households within a designated area in the timeframe set by the Elections team
- Planning routes according to the properties required to visit
- Attempting to obtain a response from anyone living at those addresses
- Advising and assisting residents on the completion of a canvass form
- Following all instructions and carrying out all duties to the standard set by the team



Experience and skills required:

- Good oral and written communication skills
- Basic knowledge of the electoral registration process (training will be provided)
- Ability to work independently and use your own initiative
- Good organisational skills with the ability to prioritise

Canvassers are normally given a timeframe of 2-3 weeks in October to complete their rounds. This work can be done during the day or in the evenings depending on canvassers' work and personal arrangements. As the job may involve lone working, canvassers must always carry a mobile phone on them. They must be physically fit enough to cover their round as the role involves walking to many properties, some of which may not be easily accessible.

Fee

Canvassers will be paid at an hourly rate of **£13 per hour**. Canvassers must keep an accurate record of their hours worked before submitting these to the Elections team for payment. Additional payments will be made per form returned with 75p per return for urban areas and £1 per return for rural areas.

Mileage covered whilst canvassing can also be reimbursed at a rate of 45p per mile so it's important canvassers track their mileage whilst working.

Are you interested? Please contact us!

If you have any questions about canvassing, please contact [electoral.staffing@n-somerset.gov.uk](mailto:electoral.staffing@n-somerset.gov.uk) or call 01934 634909.