

ELECTORAL SERVICES
**Royal Borough of Windsor &
Maidenhead**

2018 ANNUAL CANVASS
CANVASSER RECRUITMENT

Thank you for your interest in canvassing for Electoral Services at the Royal Borough of Windsor and Maidenhead. The following information provides details about the canvassing role and what is required. Please read the information below before completing a canvasser application form.

The job

Every year the council appoints a number of canvassers to assist the Electoral Registration Officer with producing a new electoral register, which is published on 1 December every year. Canvassers carry out house-to-house visits to collect elector information for the compilation of the new register.

Canvassers are assigned a particular canvass area and are tasked with visiting properties in their patch to collect two types of forms; Household Enquiry Forms (HEFs) and Individual Registration Forms (ITRs). They will be required to make house visits during a three-week period from Friday 26 October until Monday 12 November 2018.

Canvassers will be required to check with householders the name(s) of eligible electors at the address. This will include collecting the names of potential electors who aren't yet registered and updating records to indicate where registered electors no longer reside at the property.

Canvassers have the flexibility to carry out visits during the evenings and weekends. Canvassers are required to work in their own time and can choose the number of hours they dedicate to canvassing, although there is an expectation that at least ten hours a week is spent visiting properties and some evening work will be required during the working week to maximise contact with residents. Existing council staff will need to undertake their canvassing duties outside their normal office duties.

Canvassers are required to have:

- Excellent communication skills and the ability to relate to people
- Awareness of, and sensitivity to, cultural diversity
- The ability to work under pressure and to meet deadlines
- A professional and politically neutral manner

Canvassers will be supported by a supervisor based in the Elections Office who will act as their first port of call for returning forms to the office every week. Regular contact should be maintained with the supervisor. Canvassers are required to visit Electoral Services personally for collection of their forms at the start of their rounds.

Training

Canvassers will be required to attend one training session at the Town Hall in Maidenhead in September before they start their house-to-house visits.

Dates and times for the training sessions will be confirmed at a later date.

Payment

Canvassers will be paid a rate of £2.50 for each HEF satisfactorily completed and £3 for each ITR satisfactorily completed. Canvassers will be required to maintain paperwork recording the dates and times of their household visits and to record the number of hours they have worked.

A £20 flat fee will be paid to cover attendance at the training session in September; which is only payable after successful completion of the canvass.

Payment will be made in December. Tax will automatically be deducted unless you complete the necessary paperwork to confirm you are not eligible to pay tax

Applying

To apply, please download and complete the Canvasser Application Form and return by post or email to:

Electoral Services – Zone D
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF

or by e-mail attachment: electoral.registration@rbwm.gov.uk

The deadline for receipt of applications is Friday 31 August 2018. (You are however, advised to submit your application as early as possible as canvassing positions will be filled on a first-come first-served basis.)

Please remember to consult the Personal Specification before completing the application form.

Unfortunately we are not able to reply individually to all the applications that we receive. If you have not heard from us after one week of the closing date, please assume that your name has been placed on the reserve list and we will contact you should a vacancy arise.

The Electoral Registration Officer has to comply with legislation to prevent the employment of illegal workers. You will be asked to provide your passport or any other qualifying documentation that proves your right to work in the UK.

If you are registered unemployed, you are strongly advised to consult your local unemployment benefits office before you accept any offer of employment we may make to you: taking up employment as a temporary voter registration canvasser may affect your entitlement to benefits.

Thank you once again for your interest.