



MAKE YOUR MARK

Electoral Registration Canvass Information Pack

Thank you for your interest in assisting with the annual audit for voter registration as a canvasser. Please read the following information carefully before completing the application form.

The job

Canvassers are employed by the Electoral Registration Officer to assist in updating the voters' list for the whole of Medway.

Canvassers initially deliver voter registration forms to every household in the area allocated to them. Where the household makes no return, canvassers then deliver a reminder. Finally, where responses remain outstanding, canvassers make personal visits to gather the necessary information.

Typically, each canvasser will be responsible for an area of about 500-1000 properties at the initial delivery stage. This will drop significantly by the time the visit stage begins, typically to 100-400 properties respectively.

Canvassers are required to work in their own time. For council staff, this means working outside of their normal council duties (**i.e. evenings and Saturdays/Sundays or on leave days**).

Canvassers are required to have:

- Good 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

Key dates for the 2008 canvass (Please note these dates are subject to minor changes).

Stage	Pick up forms from Electoral Services on:	Finish delivery/visits by:
1. First form delivery	Thursday Aug 14	Wednesday Aug 20
2. 1 st Reminder	Thursday Sept 18	Monday Sept 22
3. Visits	Thursday Oct 09	Monday Nov 17

Main Duties & Responsibilities

1. To deliver voter registration forms to every household in your canvass area.
2. To identify new properties, conversions to flats and demolitions.
3. Where necessary, to deliver reminder forms.
4. To visit remaining non-responding properties personally, and assist electors to complete registration forms at the door.
5. To record details of eligible electors accurately and make notes of visits.
6. To visit the Electoral Services office to collect forms and other materials, and to return completed visit forms on a regular basis to the Elections Officer.
7. To adhere to the timetable, and to contact the Elections Officer in the event of any circumstances that may prevent the completion of your work on time.

Training

Full written instructions will be provided to you before you start work. You will be required to attend one briefing before you start the delivery stage, and one briefing before you start the visit stage.

Payment

Please note that we have arranged with the tax office for 17.5% of your basic pay to be tax-free.

A £20 flat fee is added to cover attendance at training sessions and visits to the office to return completed forms; this is only payable after successful completion of the final stage.

Delivery Stages	All Canvassers	14p per household*
Visit Stage	All canvassers	80p per household#

***A reduced visit fee will be paid unless 70% of forms are successfully returned from the properties in your area, and in such cases the delivery fee will be reduced to 12p per household.**

#Bonus payments will be paid for high achieving canvassers, dependent on the current results for the area in which you work. As a guide, last year £50 was paid to canvassers who achieved a 90% response rate.

Payment will be made in December salaries for council staff, and in the pay run nearest 15 December for non-council staff, dependent on satisfactory work and completion of necessary paperwork. Payment will be made directly into your bank account. Tax will automatically be deducted unless you complete the necessary paperwork to confirm you are not eligible to pay tax (i.e. you are retired).

Applying

We will try to allocate you to an area in, or near to, one you have indicated, but please note that areas are allocated on a first-come-first-served basis. Therefore please be as flexible as possible when indicating an area.

The Electoral Registration Officer has to comply with new legislation to prevent the employment of illegal workers. If you are not employed by Medway Council, or have not worked in Elections previously (e.g. the May 2007 Local Elections), please bring your passport when you come to your first briefing with any relevant documentation which confirms you are entitled 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.

Please return your application form to:

By post: Electoral Services
Medway Council
Civic Centre
Strood
Rochester
Kent
ME2 4AU

or by e-mail attachment: electoralservices@medway.gov.uk

or by fax: 01634 332416

Thank you once again for your interest.