



ELECTORAL SERVICES MEDWAY COUNCIL

ANNUAL CANVASS

CANVASSER RECRUITMENT

Thank you for your interest in canvassing for Medway Council. 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. Canvassers carry out house-to-house visits to collect elector information for the compilation of the new register.

Whilst we are required to canvass all properties across Medway, some areas are assigned as priority because of historical low response and low levels of registration. Therefore canvassers will be allocated to priority areas first and you are more likely to be appointed if you are flexible about your preferred areas on your application forms. We cannot guarantee to allocate you your preferred area but we will try to allocate you to a nearby area where possible.

Each household in Medway will be sent, by Royal Mail, a form in August and a reminder in September, if no reply has been received. In October and November canvassers are assigned a particular canvass area and are tasked with visiting non responding properties to try to get the forms completed,.

Canvassers are required to complete the canvassing activity within the set time frame. During the four week visit stage, canvassers will be expected to make at least three calls non-responding properties, at different times to maximise the chance of catching the residents in. This can be during the evenings or weekends as you see fit. Canvassers are required to work in their own time. For council staff, this means working outside of their normal office duties.

Canvassers will be expected to complete all necessary paperwork documenting the time and day of their visits and to identify new or empty properties in their areas. Canvassers should provide assistance to residents in completing the forms, where necessary.

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

Canvassers will be supported by a supervisor who will act as their first port of call should they encounter any difficulties when completing their work. Regular communication and contact should be maintained with the supervisor. Canvassers are required to submit completed forms each week to the supervisor for delivery to the office. Canvassers are required to visit Electoral Services personally for collection of their forms at the start of the process.

All canvassers will be required to attend one training session prior to the start of the personal visit stage (door-knocking) at the council's central offices at Gun Wharf. There will be a choice of dates across a two-week period.

Payment

Payment is based on performance. Canvassers are paid a fee for each form they each completed form returned.

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

Payment levels depend upon the type of area you are appointed to. Areas categorised as “special” require more visits as a result of a lower response rate, and therefore are rewarded with a higher rate of pay for successfully obtaining completed forms.

Regular Area	£1.20 per HEF
Special Area	£1.40 per HEF
Regular Area	£2.00 per ITR
Special Area	£2.20 per ITR
Regular Area	14p if only delivered
Special Area	18p if only delivered

Applying

To apply, please download and complete the Canvasser Application Form from <http://www.medway.gov.uk/thecouncilanddemocracy/electionsandvoting/workasac canvasser.aspx> and return by post, email or fax to:

By post: Electoral Services, Gun Wharf, Dock Road, Chatham, ME4 4TR

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

or by fax: 01634 332416

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.