



**ELECTORAL SERVICES
MEDWAY COUNCIL**

ANNUAL CANVASS

**CANVASSER SUPERVISOR
RECRUITMENT**

Thank you for your interest in Supervising Canvassers for Medway Council. The following information provides details about the Canvasser Supervisor role and what is required. Please read the information below before completing a Canvasser Supervisor application form.

The job

Every year the council appoints a number of Canvasser Supervisors to assist the Electoral Registration Officer to look after Canvassers, who carry out house-to-house visits to collect elector information, for the compilation of the new register on 1st December.

Canvasser Supervisors are assigned to a number of Canvassers, approx. 5 - 8. They can also be a Canvasser themselves.

Canvasser Supervisors will be expected to meet on a weekly basis with their canvassers to monitor their progress in their areas and receive any completed forms they have collected. They must ensure the Canvassers are acting in the correct manner and that the forms are correctly completed. There will be paperwork that needs to be completed both by the Canvasser and Supervisor.

The Canvasser Supervisor is the first point of contact for the Canvassers, so they must be available to answer any queries or problems that the Canvassers may experience, including giving advice on the best ways to deal with any issues and how to complete the task.

Canvasser Supervisors 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
- Experience of Supervising people

Canvasser Supervisors will be supported by the Electoral Services Team, 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 Team.

All Canvasser Supervisors will be required to attend one training session prior to the start of the Canvass at the council's central offices at Gun Wharf. There will be a choice of dates across a two-week period.

Payment

A fee of £8 per canvasser per week is payable plus 20p per completed form. Also a £20 flat fee is added to cover attendance at training sessions and visits to Gun Wharf to return completed forms,

Applying

To apply, please download and complete the Canvasser Supervisor Application Form from our Website

Work as a canvasser

Every year we need a number of canvassers to assist with updating the electoral register. Canvassers deliver voter registration forms to properties across Medway and help residents with completing the form if required.

[Request an application form](#) to apply to work as a canvasser.

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.