

Job description: voter registration canvasser

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 the 1st of December. Canvassers carry out house-to-house visits to both deliver (August) and, later (October and November), to collect information for the compilation of the new register.

Every household in Waltham Forest will receive a HEF in late August, hand-delivered by a Canvasser. Reminders will be sent *via* Royal Mail in mid-September to those properties from whom 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 all canvassing activity within set time frames. During the four week door knocking stage, Canvassers will be expected to make at least three calls to non-responding properties, at different times, to maximise the chance of catching residents in. This can be during evenings and weekends as you see fit. Canvassers are required to work in their own time.

Canvassers should provide encouragement to residents to make sure that all forms are completed and returned, and should provide assistance with completing them 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; and
- a professional and politically neutral manner.

Canvassers are required to visit Electoral Services personally for collection of their forms at the start of the process, and will be required to submit completed forms each week to their allocated supervisor within the Electoral Services team.

All Canvassers will be required to attend one training session prior to the start of the personal (door knocking) stage of the canvass, which will be held at Waltham Forest Town Hall.

Payment

Canvassers are paid a fee for delivery and also for each completed form returned. A schedule of the current year's payments can be obtained from election.recruitment@walthamforest.gov.uk. Payments for all stages of the canvass will be paid in December each year, once the process has been completed.

Other benefits

Subject to successful completion of canvass activity, there may be further opportunities to earn extra money by undertaking delivery of poll cards and other communications to residents, when these are sent out. You will be contacted with dates and details of such extra opportunities as they arise.

Application form

If you are interested in joining our dedicated and professional team of Canvassers, please complete and return the application form, [which you can download here](#).