

Voter registration canvass 2008

Information pack

Thank you for your interest in helping us with our annual voter registration canvass. 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 borough.

Canvassers deliver voter registration forms and reminders to every household in the area allocated to them. Where no return is sent back in the post, canvassers make personal visits to gather the necessary information. Typically, each canvasser will be responsible for an area of about 350 – 450 properties.

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

Please note: The Council's terms of recruitment, selection and employment do not apply to this job.

Key dates for the 2008 canvass

Stage	Pick up forms on:	Finish delivery/visits by:
1. First Form delivery	Wednesday, 3 September, 6pm	Sunday, 7 September
2. 1 st reminder delivery	Thursday, 25 September	Sunday, 28 September
3. 2 nd reminder delivery	Thursday, 9 October	Sunday, 12 October
4. Visits	Thursday, 23 October	Monday, 10 November

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.
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 team leader for the canvass area.
7. To adhere to the timetable, and to contact your team leader 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 a briefing session before you start the visit stage.

Payment

Delivery Stages	Payment for 'delivery only' canvassers	20p per household ⁺
	Payment for canvassers doing the visit stage as well as the delivery stages	30p per household ⁺
Visit stage	The fees for the visit stage are on a sliding scale:	
	<u>% of visit forms filled in</u>	<u>fee per form</u>
	100%	£3.50
	98%	£3.25
	95%	£3.00
	90%	£2.50
	85%	£2.10
	80%	£1.75
	75%	£1.45
70%	£1.20	
65%	£1.00	
* 60%	90p	
Bonus	The best performing team share a bonus of:	£1000.00
Notes	<p>*No visit form fee will be paid unless 60% of forms are filled in, and in such cases the delivery fee will be 20p per household. The percentage is based on the number of visit forms you are given, <u>not</u> the total number of properties in your area.</p> <p>⁺This is not a fee per delivery – it is the same fee per household regardless of whether they get any reminders.</p>	

Payment will be made in December salaries for council staff, and on 15 December for non-council staff, dependent on satisfactory work and the completion of necessary paperwork. The ERO reserves the right to partially or wholly withhold payment if you do not keep to the timetable, or if you do not return your log book. Payment will be made directly into your bank account.

Applying

The quickest and easiest way to apply is online: Go to

www.lbhf.gov.uk/ElectoralServicesRecruit

Preference will be given to applicants wanting to do all stages of the canvass.

You may apply for only part of the canvass if you wish to, but your application will not be given priority.

The Electoral Registration Officer has to comply with legislation to prevent the employment of illegal workers. If you are not employed by Hammersmith & Fulham Council, you will be asked to provide your passport with any relevant supporting 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 you: taking up employment as a temporary voter registration canvasser may affect your entitlement to benefits.

This year, London offices have agreed to exchange information about canvassers, so if you apply to be a canvasser in H&F, we will pass on your name and postcode to the other London electoral services offices.

To apply, please fill in the online application form

To contact us, or to return a paper application form, use the following contact details:

post:	Electoral Services Room 28 Hammersmith Town Hall King Street London W6 9JU
email:	Electoral.ServicesRecruit@lbhf.gov.uk
fax:	020 8753 2229 / 2007

If you cannot get access to the internet, contact Electoral Services.

Unfortunately, we are not able to reply individually to all the applications that we receive. If you have not heard from us by four weeks after you submit your form, we will have placed you on the reserve list. We will contact people on the reserve list in the event of a canvasser dropping out.

Important: If you wish to withdraw your application at any time, please contact Electoral Services immediately.

Thank you once again for your interest in getting involved with the annual canvass.