

# Voter registration canvass 2011

## 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 (ERO), to assist in updating the voters' list for the whole borough.

Canvassers deliver voter registration forms and reminders to every household in an area allocated to them. Where no return is received in the post, canvassers will 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 also need to ensure that they attend training prior to commencing the personal visit stage.

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 the determination to meet deadlines
- excellent attention to detail and the ability to organise own workload
- 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 2011 Canvass**

<b>Stage</b>	<b>Pick up forms on:</b>	<b>Finish delivery/visits by:</b>
1. 1 <sup>st</sup> Form delivery	Wednesday 17 August, 5.30pm	Sunday 21 August
2. Reminder delivery	Thursday 15 September	Sunday 18 September
3. Visit stage training	Starts Monday 26 September	Ends Tuesday 4 October
4. Visit stage	Thursday 6 October	Monday 31 October

## **Main duties and responsibilities**

1. Deliver voter registration forms to every household in a designated canvass area.
2. Identify new properties, conversions to flats or demolitions.
3. Deliver reminder forms where necessary.
4. Visit remaining non-responding properties personally and assist residents to complete registration forms.
5. Record details of residents accurately and make notes of visits.

6. Visit the Electoral Services office to collect forms and other materials, and return completed visit forms on a regular basis.
7. Adhere to the timetable, and contact your team leader in the first instance, in the event of any circumstances that may prevent the completion of work on time.

## Training

### Deliveries

Successful applicants will be required to attend a briefing session with the ERO at 5.30pm on Wednesday 17 August. This is where you will meet your team leaders, collect your first delivery forms and full written instructions for the delivery stage of the canvass. This will last for approximately 1.5 to 2 hours.

### Visits

Further training, lasting about 2 hours, for the visit stage will take place between Monday 26 September and Tuesday 4 October. Details of this training will be sent to successful applicants with your contracts.

## Payment

<b>Delivery stages</b>	First form 15p per envelope delivered Reminder form 15p per envelope delivered	
<b>Visit stages</b>	There will be a Standard fee per completed visit form of <b>£1.15*</b> . There will be a bonus based on the percentage of GOOD forms returned.	
	<b>Total visit forms completed</b>	<b>visit fee increased by</b>
	80%	50%
	85%	75%
	90%	100%
	95%	150%
	100%	200%
<b>Notes</b>	*No visit form fee will be paid unless <b>65%</b> of forms are filled in. The percentage is based on the number of visit forms you are given, <b>not</b> the total number of properties in your area.	

All payments will be made direct into your bank account upon satisfactory completion of each stage : payments for all deliveries will be made on 15 October and for all visit stages in December. ***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.***

## Applying

To apply, please download and complete the Canvass Application Form (word), and return by post, email or fax:

**By 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 do not have access to the internet, please contact Electoral Services for an application form.

Applications are welcome from anyone who wishes to take part in any stage of the canvass. However **priority** will be given to applicants who wish to complete **both** the delivery and visit stages.

The ERO 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, and any relevant supporting documentation, to confirm that you are entitled to work in the UK. If you are registered unemployed you are strongly advised to consult your Jobcentre Plus office before you accept any offer of employment from us - taking up temporary employment as a voter registration canvasser may affect your entitlement to benefits.

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.

Unfortunately, we are not able to reply individually to all the applications that we receive. If you have not heard from us within four weeks of the closing date, your name will be placed on the reserve list. Reserves will only be contacted in the event that a vacancy arises.

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

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