

2018 Electoral Registration Canvass

Information pack

**Thank you for your interest in helping us with our Annual Canvass.
Please read the following information carefully before completing the application form.**

Your role

Every year the Electoral Registration Officer (ERO) has a legal duty to undertake a canvass of all households and produce a revised Register of Electors by 1 December 2018.

In order to meet that legal duty the ERO employs a team of canvassers to assist with the annual revision of the Register of Electors.

As a canvasser you will be employed by the Electoral Registration Officer (ERO), to undertake the delivery of Household Enquiry Forms (HEF) to all residential properties within the Borough. HEF's are used to gather information about who lives in each household and their eligibility to register to vote.

Once the completed HEF is received, any new eligible elector added to the HEF will be sent an Invitation to Register (ITR), which must be completed to add their name to the register. Anyone newly registering will need to do so individually, by filling out a paper or online form.

Properties that do not respond to the request for information will also receive a reminder form, delivered by hand. Any properties still outstanding after receiving this reminder will receive a personal visit from an Electoral Registration Canvasser.

In your role as a canvasser you will make personal visits to both non-responding households and non-responding individuals to assist with the completion of forms. This role requires you to work in your own time, which will include evenings and weekends. For council staff, this will mean working outside of your normal council duties (i.e. evenings and Saturdays/Sundays or on leave days). This role is a temporary/sessional one. It is not a full-time position.

Successful applicants who are appointed to undertake the visit stage will need to attend an additional briefing prior to commencing the personal visit stage which will take place in early October.

As a canvasser you will be required to have:

- The availability to work unsociable hours during evenings and weekends within a restricted period.
- Good mobility and be physically able to carry equipment and climb stairs.
- Good communication skills and complete neat and accurate records of your visits.
- 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.
- The ability to ensure that confidentiality is maintained at all times.

General Information:

- Canvassers may be offered a canvass round anywhere in the borough, though we try to allocate according to specific requests, where possible.
- All canvasser work will be checked against information from other sources and anyone found to be deliberately falsifying information and may face action.
- Canvassers must have good numeracy and literacy and must be aged 18 or over, due to lone-working.

Canvass Timetable 2018**(Dates may be subject to change depending on printing times)**

Stage	Pick up forms on:	Finish delivery/visits by:
1. Initial Form	Wednesday 15 August	Sunday 19 August
2. Reminder delivery	Wednesday 5 September	Sunday 9 September
3. Visit stage	Wednesday 3 October	Tuesday 20 November

Your main duties and responsibilities will be:

1. To deliver Household Enquiry Forms to every property in a designated canvass area.
2. To identify new properties, and notify Electoral Services of other relevant changes e.g. conversions to flats or demolitions.
3. To deliver reminder forms where necessary.
4. To visit remaining non-responding properties personally and assist with the completion of the HEF.
5. To visit non-responding individual residents personally and assist with the completion of ITR.
6. To attend a training session covering all duties and procedures involved.
7. To record details of eligible electors accurately and make notes of visits.
8. To collect forms and other materials, and to return completed visit forms weekly to the electoral services office.
9. To keep to the timetable, and to contact the office in the event of any circumstances that may prevent the completion of work on time.
10. To carry out work in accordance with the instruction given. Failure to do so may result in employment being terminated.

Training - Visit Stage:

If your application to work as a canvasser is successful, you will be informed in your appointment letter whether you need to attend the experienced or new canvasser training session.

Experienced Canvassers

If you have worked for LBHF as a canvasser before, your training session for the door knocking/ personal visit stage of the canvass will take place between Wednesday 3 October and Friday 5 October. This session will last approximately 1 hour. Visit forms will be available for collection at the end of your training session.

New Canvassers

If you have not worked as a canvasser for LBHF before, you will be required to attend our new canvassers training session for the door knocking/personal visit stage. These sessions will take place on Monday 8 or Tuesday 9 October and will last approximately 2 hours. Visit forms will be available for collection at the end of your training session.

Please note that applications will not be acknowledged and unsuccessful applicants will not be contacted. Successful canvassers will be appointed by letter during late July/ early August. However, later applications may also be considered. We may contact other Council's Electoral Services offices regarding any previous employment you may have had and equally we may share your details where necessary.

How to apply

Please download and complete the application form and post it back to us at the address as given below, or email it to electoral.servicesrecruit@lbhf.gov.uk

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 canvasser as this may affect your entitlement to benefits.

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

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

Telephone: 020 8753 2177

If you cannot get access to the internet, please contact Electoral Services on the number above.

If you no longer wish to be considered for the position after submitting your application, please contact Electoral Services immediately on 0208 753 2177.