Job for Canvassers

Overview
Each year council is required by law to renew its electoral register by holding what is called an “annual canvass” and consequently publishing the new register no later than 1st December.

The canvass is normally conducted between August and November and involves sending at least two forms to a household (where the first form has not been returned) followed up with a door knocking phase where neither of the two forms has been returned.

People who undertake canvassing duties generally also undertake Poll Card Delivery duties for an election, as they operate in the same polling district. These posts are casual positions.

The recruitment process commences again for the next year/election by asking those who previously carried out the duties if they are interested in re-applying to undertake the work the following year.

The Council is required to comply with the Immigration, Asylum and Nationality Act 2006, by requiring all new applicants to provide documentation as proof to their right to work in the UK (list provided with expression of interest form).

An Expression of Interest Form for a Casual Canvasser position will be placed on a reserve list only. It’s when we commence recruitment for an annual canvass or an election that if you have reached the top of the list or an area is available close to where you live, that we will ask you if you are interested in working as a Casual Canvasser.

If your response is that you are, we will then send you a formal application form.

Personal Canvasser
The Council requires casual staff to go and door knock, within a defined area (polling district), to try and obtain the information required or a return of either of the initial or reminder forms the household has not returned.

At least two visits must be made to a property, if the first one was unsuccessful.

Personal Casual Canvassers are required to attend a training session and detailed written instructions are provided.

General Matters
Casual Canvassers may be required to undertake a canvass round anywhere in the borough, unless they have specified a particular area they wish to work in and that will depend on availability.

The size of the polling districts varies and some people have more than one polling district but we place a limit on the number of properties a person delivers to.

Casual Canvassers must complete the work in the timescale specified. Please note that - you may be required to deliver the poll cards within 3 days.

Qualifications
Casual Canvassers should be responsible and conscientious and able to:
• Understand and apply detailed instructions;
• Write neat and accurate records of their visits;
• Be brief, courteous and have the ability to exercise tact, discretion and patience;
• Be physically capable of undertaking the full duties of the role (e.g. walking and climbing of steps etc - which will be necessary).

Use of a mobile phone is mandatory for a personal Casual Canvasser.

A access to a vehicle or the ability to travel across the borough is also required for collection and transportation of equipment and forms from a collection point which may be at any location within Dudley Borough. Please note that the vehicle must be insured for Business Use.

Payment

• **Personal Canvass**

A gross fee of £1.05 per non-responding properties plus £20.00 for attending a training session will be paid.

Fees will be calculated on the total number of households. Payments are made direct into your bank. PAYE and National Insurance contributions will be deducted where applicable.

All fees are inclusive of any incidental costs the Casual Canvasser may incur and no allowances are paid.

Payments will be reduced whenever rounds are not completed to the satisfaction of the Electoral Services Manager. This would include a poor response rate, a poor spread of visits or failure to deliver a portion of poll cards. Any reduction is solely at the discretion of the Electoral Services Manager.

• **Poll Cards**

Payment is at the rate of 12p per card delivered.

*This information is provided for guidance only and may be subject to change without notice.*