



Electoral Services

Canvass 2008

Information Pack - Canvassers

If you have any comments or queries please contact:

**Electoral Services
Royal Borough of Kingston upon Thames
Guildhall
Kingston upon Thames
KT1 1EU**

Tel: 020 8547 5026

Email: Electoral.services@rbk.kingston.gov.uk

Thank you for your interest in helping us with our annual electoral 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 Electoral Services with the production of the revised register of electors.

Electoral Services starts the annual canvass in August by sending electoral registration forms to each property within the Royal Borough. In late-September we send reminders to any property that we have not had a response from. These forms are sent by Royal Mail.

Canvassers are then employed to make visits to properties where we still have not had a response from. We require canvassers to make at least three attempts, or calls, to get a form completed from each property within their canvass area.

This “calls” stage takes place between 16 October and 10 November. **Once the calls are complete, canvassers are then required to hand-deliver canvass forms to any properties that have still not returned a canvass form. This delivery takes place between 13-16 November.** Canvassers are required to work in their own time. For council staff, this means working outside of their normal council duties. For a better response to the calls, evening and weekend work is strongly recommended.

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

Key dates for the 2008 Canvass

Stage	Start	End
Canvasser Training	29 September	11 October
Collection of stationery and equipment	16 October	17 October
First Visit to all properties	16 October	27 October
Second Visit to all outstanding properties	28 October	5 November
Final Visit to all outstanding properties	6 November	10 November
Hand-delivery of final canvass forms	13 November	16 November
Return of stationery and equipment	17 November	

Main Duties and Responsibilities

1. To visit allocated properties and assist electors to complete registration forms.
2. To record details of eligible electors accurately and make notes of calls.
3. To visit the Electoral Services office to collect forms and other materials and to return completed registration forms at least once a week.
4. To hand-deliver a final canvass form and other correspondence to all outstanding properties at the end of the calls stage
5. To adhere to the timetable, and to contact the department in the event of any circumstances that may prevent the completion of your work on time.

Training

All canvassers are required to attend a training session. Canvassers will receive a £40 payment for attending this session (this will only be paid to canvassers who complete their canvass to the required level). Full written instructions will also be provided.

Payment

% of forms returned	Fee per form	Bonus Payment
51 – 60	90p	Zero
61 – 70	£1.00	Zero
71 – 80	£1.20	Zero
81 – 90	£1.30	£50.00
91 – 95	£1.40	£75.00
96 – 100	£1.50	£100.00
NOTE	No fee will be paid if less than 50% of forms returned completed. The percentage is based on the number of forms you are given and not the number of properties in your area.	

Payment will be made on 23 December for all staff (RBK staff will have an additional payment within their usual monthly salary). All payments will be made directly to your bank accounts. 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 or other stationery provided.

Applying

You can apply online or alternatively you can download application forms (both emailable and printable) from our website:

www.kingston.gov.uk/elections

To contact us, or if you are unable to download an application form and would like one emailing/posting to you, please use the following details:

Electoral Services
Royal Borough of Kingston upon Thames
Guildhall
Kingston upon Thames
KT1 1EU

Tel: 020 8547 5026
Fax: 020 8547 5099

Email: electoral.services@rbk.kingston.gov.uk

The deadline for applying is noon on Friday 25 July 2008.

The Electoral Registration Officer has to comply with legislation to prevent the employment of illegal workers. If you are not employed by the Royal Borough of Kingston upon Thames, 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 benefits office before you accept any offer or employment we may make you: taking up employment as a temporary canvasser may affect your entitlement to benefits.

Unfortunately, we are not able to reply individually to all the applications that we receive. If you have not heard from us by 19 September 2008 we will have placed your details on our reserve list. Applicants from the reserve list may be contacted at a later date in the event of a canvasser dropping out.