

JOB TITLE: Voter Registration Interviewer
PAYMENT: £2 per completed property
SECTION: Electoral Services

The London Borough of Haringey is looking for enthusiastic individuals to obtain the information required for the new Voter Register from all households that have not returned a registration form.

We are looking for individuals available September to early October 2019 who have excellent communication skills, are organised and conscientious. It is essential you have a tactful manner, persistence and the ability to understand and follow detailed instructions and to explain the form and eligibility to respondents. A good local knowledge of the Borough would be useful as would experience of similar work.

The post will require evening and weekend work.

Applicants should be aware that the work will involve a reasonable amount of walking. Candidates must have knowledge of and commitment to and understanding of the Council's Equal Opportunities Policies. Applicants must also have an awareness of Health and Safety Procedures.

Payment:

The basic return rate will be £2.00 per completed property; there will be a bonus for an above average return, as well as payment for attending training.

Additional Information:

Applicants must include their **national insurance number and a recent passport size photograph** for use, if appointed, on your identity card. Failure to provide these with the application form will result in your application not being considered.

If you are registered unemployed, you are strongly advised to consult your local Benefit Office about any possible effects of taking up this temporary employment on your entitlement to benefits before accepting any offer of employment.

If you wish to clarify any points, please contact Rosemarie Campbell, Deputy Electoral Services Manager on 0208 489 2041 or Electoral Services staff on 0208 489 2953/2954/2913/6978.

Closing Date for Applications – 16th August 2019

HARINGEY VOTER REGISTRATION CAMPAIGN 2019-2020

JOB DESCRIPTION FOR INTERVIEWERS (TEMPORARY PART-TIME)

Every year Electoral Services has the task of updating the Haringey Voter Registers. To this end a Borough-wide canvass is being organised in which interviewers will make contact with all addresses in the Borough where no return has been received. We therefore need 100 interviewers to carry out doorstep interviews throughout the Borough and record the results.

Duties and Responsibilities

- (1) To make contact at all addresses in their area. Interviewers will be expected to call as many times as necessary to make contact with someone in the household.
- (2) To assist the persons contacted to complete accurately the 'Voter Registration Form' and make careful records of their visits.
- (3) To meet their Team Leader at least once a week to deliver completed forms in the same order as on the worksheets and to discuss any problems that occur.
- (4) To report any problems immediately by telephone to the Team Leader/Electoral office, eg, unsure whether a person is eligible to vote, unable to find an address etc.
- (5) To keep accurate records of all visits made and the final outcome of these visits.
- (6) To undertake such other duties as are consistent with the basic objectives/duties of the post.

Training/Assessment

If you are successful you will need to attend a training/assessment session, time and dates will be given at a later date. All materials required for training and canvassing will be provided. The canvassing will take place between October and November and applicants should be available for all of that period. Most of the work can be done during the evenings and at weekends and it is envisaged that it could be fitted in with a full-time job if necessary.

Because of the multi-cultural nature of the Borough, we welcome applications from members of ethnic minority communities and those with multi-lingual ability. If applicants have a preference for a certain area, they should state this on the application form.