



WEST OXFORDSHIRE
DISTRICT COUNCIL

Electoral Registration Canvassers

£12 per hour plus Mileage
CASUAL: evenings/weekends
Allocated Areas throughout West Oxfordshire

Are you good with people and your local area?

About the role...

We are looking to recruit ten people to undertake canvassing work in the period from mid-October to mid-November 2021.

The main duties are summarised in the attached job description, and involve visiting/making contact with properties that have not responded to a canvass form asking them to confirm that the electoral information held by the Council is correct, or to tell us what needs to be changed. In most cases, the most effective time to be visiting properties will be evenings and weekends.

Appointed canvassers will be allocated an area which will be, where possible, the most convenient for them geographically. It will not be possible to sub-divide any of the ten areas.

For this purpose, the District of West Oxfordshire will be divided into the ten areas covered by the electoral divisions of the Oxfordshire County Council, i.e.

Burford & Carterton North
Carterton South & West
Charlbury & Wychwood
Chipping Norton
Eynsham

Hanborough & Minster Lovell
Witney North & East
Witney South & Central
Witney West & Bampton
Woodstock

It should be noted, that the majority of areas throughout the district are rural with larger/towns and settlements, with the exception of Witney North & East and Witney South & Central which is predominately urban. Please refer to the [electoral divisions](#) which sets out the villages and towns for each of the ten divisions.

All properties from which a response/information is outstanding will need to be visited to ascertain information from the household, at least once. It is not possible to be certain how many such properties there will be in each of the ten areas but we estimate a total of 6-8,000 across the district.

Full training will be provided, including in the use of a dedicated Tablet device, which will be used by canvassers.

Please [click here](#) for more information about the annual canvass.

You will need...

- To be confident in using a tablet device with a good level of IT skills
- Have excellent verbal and written skills
- Be customer focussed, responsive, and co-operative with customers

Special Conditions...

- The ability to travel and have a vehicle for this post is essential

Pay will be £12 per hour and mileage will be paid at 45p per mile. Canvassers will be required to record the necessary information. A single payment will be made as soon as possible after the completion of the canvass and the publication of a revised electoral register on 1 December 2021.

Canvassers who successfully undertake the role in 2021 will be offered the opportunity to carry out this task in future, as the process has to be undertaken every year.

For more information about this role please see the Job Description/Person Specification.

If you wish to have an informal discussion about this role, please contact: Sharon Ellison, Senior Electoral Services Officer on 01993 861525 or email sharon.ellison@westoxon.gov.uk

Closing date for CV's: Sunday 12th September 2021 at midnight
Interview Date: Week commencing Monday 13th September 2021

If you feel this is the role for you please email your CV and supporting statement detailing how you meet the criteria above by clicking on the 'Apply for this Position' icon within this page. Alternatively, please email us at join-us@publicagroup.uk or contact the recruitment team on 01285 623319.

Your application will not be considered if you have not provided a supporting statement, in addition to your CV.

- Burford & Carterton North
- Hanborough & Minster Lovell
- Carterton South & West
- Witney North & East
- Charlbury & Wychwood
- Witney South & Central
- Chipping Norton
- Witney West & Bampton
- Eynsham
- Woodstock