

Royal Borough of Windsor & Maidenhead

Personal Specification – ELECTORAL REGISTRATION CANVASSER

Aspect	Requirement	Essential (E) / Desirable (D)
Qualifications	18 years of age or over.	E
	Sound numeracy and literacy skills. Good standard of education	E
Experience	Experience of electoral registration procedures or election duties.	D
	Experience of working in a customer service environment, preferably face-to-face.	D
Knowledge and Skills	This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.	E
	Knowledge of electoral procedures and voter registration eligibility	D
	Good organisation skills and able to manage own workload.	E
	Strong communication and reasoning skills.	E
Personal Qualities	Ability to use own initiative and work with minimal supervision.	E
	Ability to work under pressure and to tight deadlines.	E
	Strong commitment to customer service and customer care.	E
	Ability to forge effective working relationships with colleagues and respond positively to supervision.	E
	Awareness of, and sensitivity towards, cultural diversity.	E
	Professional and politically neutral manner when representing the Council in a democratic function.	E

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Practical Issues	Access to transport (i.e use of own car) to meet geographical requirements of canvass round.	D
	Access to a mobile phone for health and safety reasons as canvassing involves lone working.	E
	Access to personal email for communication with the office.	E
	Ability to work evenings and weekends as required for purposes of job completion.	E