The Highland and Western Isles Valuation Joint Board

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| **Assessor and**  **Electoral Registration Officer Frank W Finlayson** | **Headquarters**  Moray House  16-18 Bank Street Inverness IV1 1QY | **Tel. 01463 575395**  **e-mail:** [**ero@highland.gov.uk**](mailto:ero@highland.gov.uk)  [**www.saa.gov.uk/h-wi-vjb**](http://www.saa.gov.uk/h-wi-vjb) |

**PERSON SPECIFICATION**

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| **POST:** | **ELECTORAL CANVASSER** | |
| ESSENTIAL ATTRIBUTES: | 1)  2) | Basic numeracy and literacy skills Able to use IT equipment |
|  | 3) | Ability to meet deadlines |
|  | 4) | Basic written communication skills |
|  | 5) | Well-developed oral communication skills, including an ability to effectively communicate with members of the public |
|  | 6) | The ability to build and maintain effective relationships with internal and external colleagues |
|  | 7) | Basic organisational skills |
|  | 8) | Ability to use tact when dealing with the public |
|  | 9) | Ability to work independently and to show your own initiative |
|  | 10) | A commitment to equality and diversity |
|  | 11) | Availability to work as required |
|  | 12) | Access to transport, if stated as necessary in order to meet the geographic requirements of this post. (Please ensure that where your car is to be used, it must be insured for business purposes) |
|  | 1) | Experience of electoral registration procedures, electoral registration canvasing or election duties |
| DESIRABLE ATTRIBUTES: |  |
|  | 2) | Experience of working in a customer service environment |
|  | 3) | Access to a mobile phone for health & safety reasons (given canvassing involves lone working) |

Date of current job specification – August 2025