



JOB DESCRIPTION	
Job Title	Electoral Registration Engagement Officer
Portfolio	Governance
Reports to	Team Leader – Electoral Services
Location	Based at County Hall, Mold (but working within the community)
Job Reference/ID Number	70000002594
Job Purpose	
<p>The Electoral Registration Officer is responsible for compiling and maintaining a register of electors for the area, making sure that anyone who is entitled to be registered has the opportunity to do so.</p> <p>Working closely with colleagues in Electoral Services, the post holder will be responsible for planning, co-ordinating and delivering a meaningful public engagement strategy to improve the rates of electoral registration, focusing on newly enfranchised and hard-to-reach groups (young voters and foreign nationals).</p> <p>This role will also include improving voter awareness of the importance and relevance of local democracy with the aim of improving voter turnout at the local elections in May 2022.</p>	

Principal Accountabilities	
1.	Develop a public engagement strategy to encourage voter registration and participation, prioritising those voters newly enfranchised by the Local Government and Elections Act 2021.
2.	Increase registration and awareness raising activity prior to the local government elections in May 2022.
3.	As part of the public engagement strategy, plan and deliver a range of promotional, education and marketing campaigns for electoral registration.
4.	Identify under registered groups to produce targeted campaigns.
5.	Network with internal and external partners to promote registration, voting options and elections. Including schools, colleges, local community groups and elected members
6.	Engage and foster regional collaboration that may be appropriate to maximise the potential for raising awareness of electoral registration.
7.	Work collaboratively with and provide shared resources to the Communications Team for press releases, media work and social media.
8.	To be part of the Welsh Government facilitated network for electoral registration and attend its meetings to share good ideas and best practice.
9.	To provide regular updates to Welsh Government on the activity undertaken by the post holder and the accuracy and completeness of the electoral register.

Supervision/Management of People
N/A
Employment Checks/Specific Requirement i.e. DBS
DBS

Special Working Conditions
Full driving licence. Ability to work outside normal office hours. Some manual handling required for delivery and setting up promotional materials.

Person Specification		
<i>The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.</i>		
Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
A good standard of education to GCSE level or equivalent, including English and/or Maths	E	Application
Knowledge and Experience		
Understanding or the willingness/ability to learn the process around electoral registration.	E	Application/Interview
Excellent verbal and written communication skills.	E	Application/Interview
Experience of engagement with the public at community level.	E	Application/Interview
Experience of delivering education programmes in school/youth settings.	E	Application/Interview
Willing to undertake appropriate training and development relevant to the duties of the post.	E	Application/Interview
Experience in building links with the community, developing effective partnerships with individual, groups, schools and community leaders.	E	Application/Interview
Experience in a digital marketing and knowledge of the latest digital marketing trends and technologies	D	Application/Interview
Skills		
Welsh Language	D	Application
A desire to accept ownership of and responsibility for assigned tasks.	E	Application/Interview
Well organised and responsible with proven ability to work unsupervised.	E	Application/Interview
Ability to develop electoral registration promotion activities that connect, influence and deliver positive outcomes	E	Application/Interview
Good administrative and numeracy skills - working accurately when processing large amounts of data	E	Application/Interview

Ability to communicate and present ideas and concepts to individuals and groups using innovative techniques and technologies	D	Application/Interview
Ability to communicate confidently and enthusiastically with stakeholders	D	Application/Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview