

# Job Description: Polling Station Steward

## Main Purpose of Role

To assist the Presiding Officer with the effective and efficient running of the Polling Station.

## Main Duties

- To assist in the organising and setting up of the Polling Station.
- Referring to large street list posters direct voters to the correct place where two or more polling stations are operating at the same venue
- Responsible for effectively admitting voters to the polling station.
- Maintaining constant awareness of numbers of people in the polling station(s), pausing entrants momentarily if/when overcrowding occurs.
- Queue management
- To assist the Presiding Officer in opening and closing the Polling Station.
- To work in accordance with the legislation and regulations that are detailed in guidance notes provided in advance of the election.
- To receive training.
- To facilitate the introduction of the Elections Act 2022, including Voter ID.

## Working Hours

- 6:30am (to set up) – 10:00pm. The Polling Station is open 7am – 10pm.

## Person Specification

- To be able to communicate with the public effectively face to face, calmly and with a friendly disposition, but with authority, sometimes under challenging circumstances.
- Must understand the value of teamwork, and own role as team member.
- Must be able to follow instructions.
- Experience of working in a front-line service.
- Able to work unsociable hours.
- Is familiar with the basic requirements relating to public and personal safety.
- Must understand the need for confidentiality in areas of the role.
- Attention to detail is required.
- Experience of working in a marshalling or stewarding role would be useful, though training will be provided.

## Rate of Pay

- Election Day - £187.00 (plus £30.00 for each combined election taking place)
- Polling Staff Training - £43.50
- Mileage - £0.45 per mile.