

## Job Description: Postal Vote Assistant

### Main Purpose of Role

- To verify postal voting statements and ballot papers.

### Main Duties

- Sort and count returned postal vote envelopes.
- Open and match postal voting statements to ballot envelopes.
- Verify postal voting statements using electronic system.
- Verify ballot papers using electronic system.
- Work as part of a team.
- Work subject to strict secrecy requirements.

### Working Hours

- **Must be available for nine full days (postal vote opening sessions are TBC, prospective staff will be contacted directly with further information about this role once details are confirmed).**
- Must be generally available between 9-5 on a working day (Monday-Friday.)
- On polling day, there may be some late night work.

### Person Specification

- Requires visual accuracy and attention to detail.
- Requires good numeric skills.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers.
- Flexible approach to working hours.
- Ability to remain politically neutral.

**Rate of Pay (subject to statutory deduction where applicable)**

Description of duty	Gross Amount
Postal Vote Assistant	Your payment will be £10.50 per hour until 5pm, and £12.00 thereafter.
Training Payment	£43.50

Travelling expenses will be calculated separately at the non-taxable rate of 45p per mile and is limited to 80 miles per day.

***Uplift on the above rates of pays is to be confirmed, therefore this is subject to change.***