

Elections Role Profile: **Poll Clerk**

Accountable to: **Presiding Officer**
Returning Officer

Accountable for: **N/a**

Please make yourself familiar with the following job description and requirements before you make contact with us and apply to work as a Poll Clerk.

You must not be employed by, or on behalf of any political party or candidate involved in this election, including in a voluntary/unpaid capacity, and you must not sign a candidate's nomination papers.

Purpose of the polling station team

- The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.
- Polling Stations are open from 7am until 10pm on polling day and staff must arrive at the polling station no later than 6.30am to set up the equipment in time for opening and you will also be required to clear down at the end of the day.
- In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff must not leave the premises during polling hours.

Key responsibilities

Before polling day

- Accept and return your online appointment letter and read and agree to the terms of the Requirements of Secrecy: Election Proceedings
- Supply evidence of your eligibility to work in the UK (if not already done so previously).
- Attend or complete any compulsory training session or briefing provided by Electoral Services and read the polling station staff manual provided.
- Your Presiding Officer will contact you prior to polling day – if they haven't, please contact them, you can find their contact details on your appointment letter.
- Familiarise yourself with where the polling station is located and how you will get there on time on the day.

On polling day

- Arrive at the polling station no later than the time agreed with your Presiding Officer to ensure the polling station is set up and ready to open at 7:00am
- Dress in neutral colours & act impartially with politeness and professionalism at all times
- Help with any polling duties on the instruction of the Presiding Officer to include queue management, the checking of acceptable Voter ID, identity checking against the register and the issue of ballot papers.
- Ensure the secrecy of the ballot is maintained.
- At close of polls, assist with the closing down of the polling station.

Payment

Payment will be made to your nominated bank account. This can be up to four / five weeks after the polling day.

The pay / allowances for your appointment are as per the current Hampshire and Isle of Wight Election Fees Structure which can be found on our website.

Person Specification

Essential

- Ability to work as a team
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- Ability to carry out work as instructed
- Attend all relevant training as necessary
- Good communication skills
- Able to travel to your Polling Station at the required times
- Accuracy and attention to detail
- Good timekeeping, punctual and reliable
- Diplomacy and tact when working with members of the public
- Remain calm under pressure

Desirable

- Previous customer service experience
- Working knowledge of the electoral process