

### Elections Role Profile: Postal Vote Issue Assistant

**Accountable to:** Postal Vote Issue Team Leader  
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 Postal Vote Issue Assistant.

Postal Vote Issue Assistants are employed on an hourly basis on a day approximately 4 weeks prior to the election

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 postal vote issuing team

- To collate all items of a postal vote pack to ensure that electors, or their proxies, who have chosen to vote by post rather than in person at a polling station receive a postal voting pack with correctly numbered ballot paper/s for the relevant election.

### Key responsibilities

#### Before the first day of issuing

- 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).

#### On the day:

- Work individually or in pairs as instructed by the Postal Vote Issue Supervisor
- Accurately collate correctly numbered ballot papers, postal voting statements and the relevant envelopes into a pack
- Check and mark the elector on the postal vote issuing list
- Seal the envelopes in preparation for posting

### 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 independently as instructed or as part of a team
- Ability to work efficiently under pressure
- Accuracy and attention to detail at all times
- Punctual and reliable

### Desirable

- Administration skills
- Previous experience or knowledge of the Electoral process