

Issuing of Postal Votes Role Profile

Job Family	Electoral Services
Job Title(s)	Postal Vote Assistant - Issuing
Location	Civic Offices, London Borough of Sutton
Responsible to	Electoral Services Returning Officer (London Borough of Sutton)

General Information

Postal votes are issued to electors who choose to vote by post rather than at a polling station on the day of an election. Each election, we recruit a team of staff to collate ballot papers and personalised mailers, ensuring that the elector is issued the correct ballot paper.

Issuing usually takes place over one day, from 10am - 10pm. Breaks will be provided for staff.

Postal voting staff must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity. All staff employed by the Returning Officer must be impartial.

Duties of a Postal Vote Assistant - Issuing

Duties include:

- Checking the elector's name, elector number and address against the issuing list
- Checking the ballot paper number is issued to the correct elector by checking the postal voting statement
- Ensuring that all other materials (instructions for voters and the reply envelope are enclosed in the pack.
- Follow the supervisor's instructions during the session.

Required experience for job role:

Previous experience of working as a Postal Vote Assistant is not essential, as full training will be provided, accuracy is essential in this work.

How to apply:

To be added to our staffing database, email elections.staff@sutton.gov.uk providing the following information:

- Full name
- Home address
- Contact email address (must be unique to you as it will be your username on the staffing portal)
- Contact phone numbers

You will be added to our staffing database. When we recruit for election staff, we will send you an email inviting you to select what work you would like to be considered for.

Please note, being on our database does not guarantee employment. If you are not initially selected for work, you will be added to our reserve list and may be contacted if a job becomes available.