

Opening of Postal Votes Role Profile

Job Family	Electoral Services
Job Title(s)	Postal Vote Assistant - Opening
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 open the postal voting packs received to ensure that all parts are received back and properly completed.

This work starts roughly two weeks before an election. There are daily opening sessions starting around 10am and finishing around 5pm (this is subject to volume of postal packs received). On an election day, there will be another opening session taking place in the evening. .

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 - Opening

Duties include:

- Opening the postal vote packs received from electors
- Checking that the paperwork has been completed correctly
- Counting the number of packs that have been returned
- Follow the supervisor's instructions during the session(s)

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 roles 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.