

**JOB DESCRIPTIONS
& PERSON SPECIFICATIONS**

ELECTORAL SERVICES ROLES



Click your preferred job role:

1. [Count Assistants](#)
2. [Poll Clerks](#)
3. [Presiding Officers](#)
4. [Canvassers](#)

Count Assistants

To assist the (Counting / Deputy / Local) Returning Officer in the counting of ballot papers. To make sure that the votes are counted fairly, efficiently and accurately.

Duties

- Assist the Table Supervisor in the sorting and counting of ballot papers for verification
- Assist the Table Supervisor in the sorting and counting of votes
- Ensure the requirements for secrecy and security are observed during and after the count
- Remain at the Count Centre until all votes are counted (unless instructed otherwise)
- Ensure that the proper procedure for the sorting and counting of votes is followed, as per instructions of the Count Supervisor
- Act with political impartiality, be polite and professional but not engage in debate with any candidate/counting agent
- During the counting of the votes, draw the Table Supervisors attention to any doubtful papers as instructed
- Inform the Count Supervisor of any fallen ballot papers, always keep ballot papers visible, in view of the observers
- Be responsible for the Health and Safety of yourself and others

Person Specification

- Must be 16 or over and be eligible to work in the UK (age restrictions apply for counts taking place overnight)
- Can apply basic, maths mental arithmetic (addition and subtraction)
- Have a consistent approach to dealing with repetitive workloads, ensuring attention to detail is maintained throughout
- Committed to completing work on time and meets targets within set timescales.
- Takes individual responsibility for tasks but completes them as part of being in a team.

Poll Clerks

Poll Clerks do not have the responsibilities of the Presiding Officer, but they must know all the procedures for voting and how to deal with any problems.

Duties

- Attend / complete mandatory training for the role
- Comply with the instructions of the (Counting, Deputy, Local) Returning Officer and the Presiding Officer
- Assist with the layout of the polling station and prepare for the opening of poll
- Be polite and professional in dealing with voters, campaigners, candidates and agents, representatives of the Electoral Commission and accredited observers
- Act with political impartiality
- Wear your lanyard throughout the day
- Check the photographic identification of electors and refer any doubtful cases to the Presiding Officer for decision – Coming May 2023
- Complete the Ballot Paper Refusal List and supplementary paperwork if personal identification is rejected – Coming May 2023
- Check that electors are eligible to vote at the referendum and elections at your polling station, check and mark voters' elector numbers in the register of electors
- Write electors' elector numbers against the numbers of the ballot papers issued in the corresponding number lists
- Issue ballot papers to voters as directed by your training and the Presiding Officer, ensuring that they bear the official mark
- Ensure that voters cast their votes in secret
- Maintain the secrecy of the ballot throughout the day
- Keep the polling station neat, tidy and safe for you and visitors
- Ensure that all signs and notices are clear, visible and remain in place throughout the day
- Answer voters' questions, where appropriate, in a friendly and professional way
- Help with any other reasonable polling station duties on the instruction of the Presiding Officer
- Assist the Presiding Officer to complete necessary procedures after the close of poll

Person Specification

- Must be 17 or over and be eligible to work in the UK (restrictions apply for under 18s)
- Skills in good communication, organisation and customer service
- Committed to completing work on time and meets targets within set timescales.
- Takes individual responsibility for tasks but completes them as part of being in a team.
- An interest in democracy and elections

Presiding Officers

To maintain the secrecy and security of the ballot and to be the face of an efficient and democratic election process as extension of the (Counting, Deputy, Local) Returning Officer

Duties

- Attend / complete mandatory training for the role
- Liaise with the caretaker or key holder with regards to the opening and closing of the building.
- Liaise with your Poll Clerks with regards to travel arrangements, arrival at the polling station, expectations and closing the polling station.
- Remain at the polling station for the entire hours of poll and ensure that the polling station is opened and closed on time.
- Organise the layout of the polling station taking voter needs in to account.
- Instruct and supervise the work of your Poll Clerks.
- Be polite and professional in dealing with voters, candidates and agents, maintaining high standard of customer service.
- Act with political impartiality and maintain order in the polling station.
- Wear your lanyard throughout the day
- Check the photographic identification of electors and make the final decision on acceptance or refusal – Coming May 2023
- Complete the Ballot Paper Refusal List and supplementary paperwork if personal identification is rejected – Coming May 2023
- Be responsible for all the ballot papers, paperwork and ballot box(s) for your polling station. This will involve collecting and transporting to the polling station heavy materials such as ballot papers and ballot boxes.
- Ensure the requirements for secrecy and security are observed, as per instructions.
- Help voters where appropriate and complete the paperwork if needed
- Ensure proper procedures for voting are followed such as helping voters who cannot read the ballot paper, voters who are unable to vote unaided and voters assisted by a companion.
- Deal with special procedures for voting. (i.e. anonymous voters)
- Mark the Corresponding Numbers List as appropriate.
- Issue ballot papers to voters.
- Receive postal vote envelopes and sign off with the Polling Station Inspector
- Deal with candidates, agents and tellers and ensure they do not interfere with the voting process.
- Keep the polling station neat and tidy and ensure that all signs and notices are clearly visible and remain in place.
- Be responsible for Health and Safety at the station for yourself and others.

Person Specification

- Must be 18 or over and be eligible to work in the UK
- Previous experience at a polling station in the Folkestone and Hythe area

- Skills in good communication, organisation and customer service
- Excellent administration skills and an ability to problem solve as a polling station manager
- Committed to completing work on time and meets targets within set timescales.
- Takes individual responsibility for tasks but completes them as part of being in a team.
- Respects and acts on instruction from senior members of staff

Canvassers

To assist the Electoral Registration Officer (ERO) with the annual audit of the Register of Electors by conducting telephone or house to house enquiries.

Duties

- To attend pre-defined properties up to a minimum of two times in an assigned area that have not yet responded to the Household Enquiry forms.
- To invite any pending electors to register by viewing their identification and verifying them at their property.
- To carry out a property audit in order to record changes to addresses e.g. non-registered electors to add on to a property.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, and the Code of Conduct for Officers.
- To strictly adhere to the set timetable and plan workloads according to your availability and the requirements of the Electoral Services team.
- To ensure you send the hours worked at the end of each week on a Sunday evening to allow the Electoral Services team to note them.
- To wear your ID badge, keep the tablet on you at all times whilst working and have both your mobile phone and tablet charged.
- Adhere to the corporate Lone worker Policy and attend the electoral services office in person as and when required.
- Adhere to the council's safeguarding policies and procedures and undertake relevant training to help protect vulnerable people within the district.
- To attend any mandatory training and sessions covering all aspects of the duties.
- To actively demonstrate the values and behaviours of the council.

Person Specification

- A – D English GCSE, Level 2 literacy (or equivalents) or recent and relevant experience that demonstrates proficiency in English
- An understanding of, and a commitment to, data protection and maintaining confidentiality
- The ability to travel around the district in an efficient and effective manner
- All canvassers must be 18 or over and be eligible to work in the UK
- Skills in good communication, organisation and professionalism throughout the time you are representing the Electoral Registration Officer
- Committed to completing work on time and meets targets within set timescales
- Takes individual responsibility for tasks but completes them as part of being in a team