

# Parliamentary elections – Thursday 4 July 2024

## Job Descriptions

### Polling Station Staff

- Hours are 6am to finish (approximately 11pm) on Thursday 4 July 2024
- There is a compulsory 1 to 1.5 hours training session for all polling staff
- Presiding Officers - training online
- Poll Clerks - training online
- Health and Safety guidelines to be adhered to at all times.

### Senior Presiding Officer

- 1 per polling station
- Lead officer for entire polling place
- Required to inspect polling place well in advance of polling day
- Responsible for supervising the Poll Clerks and managing the poll
- Has to collect the ballot box, ballot papers and stationery before polling day and return all stationery at close of poll.
- Experience as a Poll Clerk on at least 3 occasions
- Payment will be £477.00 including transport of ballot boxes, use of mobile phone, training and holiday pay.

### Presiding Officer

- Lead officer for polling station
- Responsible for supervising the Poll Clerks and managing the poll
- Has to collect the ballot box, ballot paper and stationery from designated collection centre
- At the close of poll they have to return all the papers and equipment to count venue
- Experience as a Poll Clerk on at least 2 occasions
- Payment will be £430.00 including transport of ballot boxes and use of mobile phone, training and holiday pay.

### Poll Clerk

- Up to 3 per polling station
- Responsible for the issuing of ballot papers to voters and marking electoral register
- Some previous electoral experience or customer service experience is helpful
- Payment will be £297.00 including training and holiday pay.

### Count Staff

- Count venue will be Canons Leisure Centre, Madeira Rd, Mitcham, CR4 4HD.
- Count to take place overnight Thursday 4 July. 9.30pm - Finish
- Verification and counting of ballot papers.

### Count Supervisor

- Lead a team of count assistants to verify all ballot boxes
- Must have experience of supervising at previous counts or be a council manager
- Payment will be £251, including holiday pay (rates may be amended slightly on formal appointment).

### Count Assistants

- Responsible for counting the ballot papers
- Must be able to count quickly and accurately in a pressurised environment
- Counters should arrive at the venue no later than 9:30pm
- Payment will be £183.00, including holiday pay (rates may be amended slightly on formal appointment).

## **Ballot Box Reception**

- To retrieve ballot boxes and assorted stationery at the close of poll - 10pm

### **Ballot Box Reception (Runner)**

- To check-in and carry ballot boxes and other electoral equipment to their correct place
- Locate and organise necessary items in order to ensure all essential stationery returned from polling stations
- Payment will be £183.00, including holiday pay (rates may be amended slightly on formal appointment).

## **Postal Vote Staff**

- Will be at least 11 postal vote opening sessions
- Hours will be from 9.30am until finish – approximately 5pm (21 June – 4 July)
- Final sessions on polling day will finish around midnight
- Those appointed would ideally be free to assist for the entire period to ensure consistency

### **PV Openers**

- Opening the postal vote envelopes and verifying the contents
- Counting the postal vote statements
- Counting the ballot papers
- Payment rate of £17 per hour