

## Postal vote issuer job description

If we plan on sending out postal votes for an election in-house (as opposed to having a supplier send them for us), we require postal vote issuers to assist with this. It is usually an all-day event as we are sending out around 30,000 postal votes at a major election and staff will be required to help build and package postal voting packs which are then sent to voters.

Duties include:

- Checking and matching numbers on both postal voting statements and ballot papers
- Working in a pair and issuing batches of postal votes accurately
- Building and packaging postal voting packs to include the necessary materials
- Identifying possible mismatches or anomalies and reporting these to the control team



Due to the scale of the postal vote issuing process, we expect staff to stay for the duration of the issue. We anticipate postal vote issuing sessions to begin at 9:30am but please note these times are subject to change. There will be a chance for regular breaks, including lunch, but we advise staff to bring their own refreshments.

The required skills for this role are:

- ✓ Working collaboratively with others
- ✓ Working to a high degree of accuracy
- ✓ Good communication skills
- ✓ Following instructions precisely

Fee

Postal vote issuers are paid at a rate of £15 per hour.

**\*Please note that these rates are subject to change\***

Get in touch!

To enquire about working as a Postal Vote Issuer, or for more information, please contact [electoral.staffing@n-somerset.gov.uk](mailto:electoral.staffing@n-somerset.gov.uk) or call 01934 634909.