

## Postal vote opener job description

Once postal votes begin to be returned to us, they need to be opened, checked, and verified before being sent off to be counted with the rest of the ballot papers. We usually hold several postal vote opening sessions on the days preceding the day of the election as we are constantly receiving completed postal voting packs every day following their despatch.

Duties include:

- Opening postal voting packs and checking the contents of these
- Checking ballot paper and postal voting statement details
- Following precise instructions as indicated by the senior team
- Identifying any mismatches or anomalies that may appear



Postal vote opening sessions usually begin in the morning (around 10am) and the duration of the sessions will depend on the number of postal votes we have received so far. The longest session is usually the first one as staff will have to open all the returned postal votes received since the despatch (over 1 weeks' worth). There will regular breaks throughout each session, 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 openers 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 Opener, or for more information, please contact [electoral.staffing@n-somerset.gov.uk](mailto:electoral.staffing@n-somerset.gov.uk) or call 01934 634909.