Job Description - Postal Vote Opener

The Postal Vote Opening Team
The purpose of the postal vote opening process is to ensure that returned postal votes are opened, checked and counted in a secure manner. Votes for candidates are NOT counted as part of this process. Teams of postal vote openers are employed either for a full day (6 hours) or half day (3 hours) in the 10 working days leading up to Election Day, and at the night time Count on Election Day. You do not need to commit to all opening sessions.

Postal Vote Openers
- Follow strict instructions on the postal vote opening process
- Follow any other instructions from your Postal Vote Opening Supervisor
- Open, count and sort postal votes quickly and accurately
- Work as part of a team
- Fill in required paperwork accurately
- Recount postal votes as required
- Assist with cleaning up after completion of the opening
- Work subject to the Secrecy Requirements

Requirements
- Fully literate and numerate
- Ability to work as a team member
- Good timekeeping
- Ability to carry out work as instructed, accurately, even under pressure
- Ability to remain politically neutral
- Not connected to or will not assist any candidate or political party at the election

Pay (2018) £25 per 3 hour session