







**What Role would you elect to do? What role suits your skill set? Support Democracy – help your local Council with its Elections process**

Roles Available	Skills Required	Where next?	Working Hours	Rate of Pay
<p><b>Presiding Officer</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Good administration skills</li> <li>• Punctual and reliable</li> <li>• Professional</li> <li>• Mathematically competent</li> <li>• Able to drive and transport ballot box equipment safely to/from polling station and count venue</li> </ul>	<p>Experienced Presiding Officers who have carried out the role at least five times may be considered for Polling Station Inspector or Count Supervisor when vacancies arise.</p>	<p>6:30am to 10:30pm on Polling Day</p>	<p>£280 plus travel and training</p>
<p><b>Poll Clerk</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Good administration skills</li> <li>• Punctual and reliable</li> <li>• Professional</li> <li>• Good customer service skills</li> </ul>	<p>Effective competency as Poll Clerk could lead you to consider role of Presiding Officer</p>	<p>6:30am to 10:30pm on Polling Day</p>	<p>£192 plus training (travel included in fee)</p>
<p><b>Floor Manager</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to keep calm under pressure</li> <li>• Able to manage and co-ordinate teams to carry out specific tasks</li> <li>• Attention to detail</li> <li>• Relationship management and the ability to deal with a wide range of stakeholders to ensure the smooth running of the count</li> </ul>		<p>Daytime with breaks for local election counts – the Elections team will confirm precise times for each election in their staffing communications.</p> <p>9:00pm to 3:00am for a general election count.</p>	
<p><b>Postal Vote Opening Clerk</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Good administration skills</li> <li>• Punctual and reliable</li> <li>• Professional</li> <li>• Mathematically competent</li> </ul>	<p>Effective competency could lead you to consider role of Poll Clerk or Count Assistant</p>	<p>9:00am to 5:00pm with breaks on days where postal vote opening sessions take place.</p>	<p>£12 per hour (daytime)</p> <p>£18 per hour (overnight)</p>

<p><b>Count Supervisor</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good team working skills</li> <li>• Able to follow instructions</li> <li>• Diligent and thorough</li> <li>• Punctual and reliable</li> <li>• Professional</li> <li>• Good mathematical skills</li> </ul>	<p>Experienced Count Supervisors who have carried out the role at least five times may be considered for Polling Station Inspector or Top Table when vacancies arise</p>	<p>Daytime with breaks for local election counts – the Elections team will confirm precise times for each election in their staffing communications when you apply.</p> <p>9:00pm to 3:00am for a general election count.</p>	<p>£17.50 per hour (daytime)</p> <p>£26.25 per hour (overnight)</p>
<p><b>Count Assistant</b></p> 	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good team working skills</li> <li>• Able to follow instruction</li> <li>• Diligent and thorough</li> <li>• Punctual and reliable</li> <li>• Professional</li> <li>• Good mathematical skills</li> </ul>	<p>If you have worked effectively as a Count Assistant or in a Polling Station on at least two occasions, could lead you to consider the role of Count Supervisor</p>	<p>Daytime with breaks for local election counts – the Elections team will confirm precise times for each election in their staffing communications when you apply.</p> <p>9:00pm to 3:00am for a general election count.</p>	<p>£12 per hour (daytime)</p> <p>£18 per hour (overnight)</p>