

## **Evening Postal Vote Collector Job Description**

We employ staff to collect postal votes that have been handed in at polling stations and then deliver them in a timely manner to the count centre. You must be willing to travel to various polling stations across the borough and you must have your own transport.

### **Duties**

- Read and understand the statement of secrecy (provided to you upon appointment)
- Work under the direction of the Returning Officer and the Electoral Services Manager
- Visit specific polling stations across the borough to collect postal votes
- Deliver the collected postal votes to the count venue
- Refrain from engaging in conversation with candidates and agents
- Act impartially at all times
- Perform any additional duties appropriate to the role

### **Skills and competencies**

- Ability to follow instructions
- Punctual
- Reliable
- Able to travel across the borough

### **Additional Information**

- You cannot be employed for this position if you have/will carry out any duties on behalf of any political party or candidate (paid or unpaid)