



Applying to work at Elections

Have you ever thought of getting involved with elections by working at a polling station on election day or at the count following the election? Our Elections Team is always looking to recruit staff to fill any vacancies that occur. We would love to hear from you if you're interested in becoming involved.

If you are interested in applying for any of the positions below, please complete the attached application form and return it to us at elections@cotswold.gov.uk

Eligibility

- You must be at least 18 years of age to work in a polling station and at the verification and count overnight. However, you can work as a postal vote assistant from 16 years of age
- You must also be entitled to work in the UK (in accordance with the provisions of the Asylum and Immigration Act 1996)
- If successful, prior to taking up your appointment, you must provide evidence of your eligibility to work in the UK by showing us **either**:
 - Your valid passport, or
 - Your birth certificate and proof of national insurance number (eg P60, P45, payslip, etc.)
- Polling and Count Staff must consent to working in excess of the normal working hours provided for by the working time directive
- You cannot work for elections if you have campaigned on behalf of a candidate or party, nominated a candidate or have a personal relationship with an elected representative or candidate.

Staff Allocation

- Once staff have told us they're available, we'll allocate staff as needed to the roles required.
- If staff have expressed a preference for a particular role, or to work with certain colleagues, we will try to take that into account.
- However, the needs of the overall election will take precedence and we will allocate staff as we need to, to run the election. For some roles, staff will be assigned based on previous experience and performance.

Postal vote issue and receipt

- Postal vote issue usually takes place on either a Friday or Saturday about two or three weeks before the election.
- Postal vote opening takes place over a number of sessions in the 10 days or so before the election, including Saturdays and Election Day.
- Staff can be appointed to one or more sessions.
- Training is provided at the beginning of each session.
- Sessions take place at Trinity Road, Cirencester or Cotswold Leisure Centre and priority will be given to staff living closest to those locations.

Polling stations

Presiding Officer

- Attend training as required
- Collect the ballot box on Tuesday before Election Day
- Must be in the polling station for the whole day (7am until 10pm), arriving ½ hour before polls open
- Responsible for the conduct of the poll at the station
- Return the ballot box to delivery point

NB: as a general rule, you must act as Poll Clerk at least twice before being appointed as a Presiding Officer

Poll Clerk

- Attend training as required
- Must be in the polling station for the whole day (7am until 10pm), arriving ½ hour before polls open
- Assist the presiding officer

Verification and count assistants

- Verification and count will usually take place after the close of poll overnight at Cotswold Leisure Centre
- Some counts will take place during the day on the Friday or Saturday after the election
- You will work in a team with other count staff
- Training will be provided at the beginning of the evening
- Start time will usually be 9:30pm for overnight counts and there is no guarantee of finish time, which will be the early hours of Friday morning

Payment for work and expenses

- Presiding Officers and Poll clerks can claim for mileage, parking and some telephone calls. An expenses form will be provided for this.
- No mileage can be claimed by postal vote or count staff, and we will therefore give priority for these roles to those people living close to Cirencester.
- Payments are made by BACS to your bank account approximately 3 weeks after the election. Pay is taxable but no National Insurance is paid.
- The payroll team will send pay details to HMRC

Current fees for elections are

Presiding Officer £250.00

Poll clerk £180.00

Plus fees for attending training online or face-to-face and mileage expenses.

Postal vote and verification/count assistant roles are paid at £12.50 per hour.

***NB:** Fees are currently being reviewed, final pay will be confirmed to staff as part of their appointment letter (January 2024)*

Cotswold Electoral Services Election Staff Application Form

Name (*Mr/Mrs/Miss/Ms)	
Address	
National Insurance Number	
Date of Birth	
Home phone number	
Mobile phone number	
Work phone number (if applicable)	
CDC/Publica Department (if applicable)	
Email address	
Bank account sort code	
Bank account number	
Your name as it appears on your bank account	
Do you have your own transport ?	
Do you have any previous relevant experience?	
If so, please give details:	
Which jobs would you like to be considered for?	
Signed:	Date:

Return to: Elections Team, Cotswold District Council, Trinity Road, Cirencester, GL7 1PX
 Direct dial: 01285 623227 / 623226 / 623229
 Email: elections@cotswold.gov.uk