

**Person Specification Summary and Fees for Temporary Electoral Duties – 6 May – 8 May 2021
Lincolnshire County Council Elections, Police and Crime Commissioner Elections and Any other Local By Elections**

The General Skills and Personal Attributes are essential for all applicants in addition to those listed for each particular duty General Skills				
<input type="checkbox"/> Numeracy and literacy <input type="checkbox"/> Ability to work accurately with attention to detail, so ensuring all the statutory regulations covering electoral duties are met.				
Personal Attributes				
<input type="checkbox"/> Accuracy; reliability; punctuality and impartiality <input type="checkbox"/> Integrity; honesty and ability to keep sensitive details secure. <input type="checkbox"/> Conscientious with a common sense approach, able to identify any issues and take appropriate action				
Political Party Membership				
If you are employed by or on behalf of any candidate or political party for the above election(s) or if you are involved/intend to be involved in the election(s) or are related to a candidate standing at the above election(s) you must make that declaration. It may affect your ability to work.				
Particular Duties	Work Experience/ Specialist Knowledge	Specific Skills	Attitude	Fees
Poll Clerk - Thurs 6 May 2021 Will be allocated to work at a Polling Station within North Kesteven	None	A good team worker Ability to follow verbal and written instructions	Good interpersonal skills, customer focused and courteous	Hours of work are 6:00am to approx. 10:15pm : Pay £193 and 45p per mile for travel to the polling station. You must make your own travel arrangements. There is also £20 training fee to complete on-line training which must complete in order to work. Training fee is only paid upon completion of poll clerk duties. Note: you cannot leave the polling station during this time and must bring your own provisions. Note: There are few positions for Poll Clerks to work 8am - 6pm: £110 plus £20 training fee. If that is all you can do then please make clear on your application form.

Count Assistant – Thurs 6 May Hours: From around 8:30pm to 03:00 or 04:00am on Friday 7 May ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Pay: £15.50 per hour Note: cannot give exact finish time and you must make own travel arrangements
Count Assistant – Friday 7 May Hours: From around 8am until 6pm ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Pay: £10.00 per hour Note: cannot give exact finish time and you must make your own travel arrangements
Count Assistant – Saturday 8 May Hours: From around 8am until 6pm ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Pay: £15.50 per hour Note: cannot give exact finish time and you must make own travel arrangements
Postal Vote Opener: From Thursday 22 April - 6 May (day-time only) NKDC Offices, Kesteven Street, Sleaford	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Pay: £10.00 per hour Hours will vary and you must make your own travel arrangements
Logistics Roles: Thurs 6 May Hours: From around 9pm to approx. midnight/1am Friday 7 May ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX or NKDC Offices, Kesteven Street, Sleaford	On the job training	A good team worker Ability to follow verbal and written instructions	Outdoor physical work	Pay: £15:50 per hour Hours will vary and you must make your own travel arrangements Roles can include traffic marshall, ballot box runners.