

Person Specification Summary and Fees for Temporary Electoral Duties – 4 and 5 May 2023
North Kesteven District and Parish Council Elections

The General Skills and Personal Attributes are essential for all applicants in addition to those listed for each particular duty General Skills				
<ul style="list-style-type: none"> ▪ Numeracy and literacy ▪ Ability to work accurately with attention to detail, so ensuring all the statutory regulations covering electoral duties are met. 				
Personal Attributes				
<ul style="list-style-type: none"> ▪ Accuracy; reliability; punctuality and impartiality ▪ Integrity; honesty and ability to keep sensitive details secure. ▪ 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 - 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	To be confirmed, but approximately £165 and 45p per mile for travel to polling station. There is also £20 training fee to complete on-line training. You must complete/attend the training in order to work as a poll clerk and the training fee is only paid upon completion of poll clerk duties. Hours of work are 6:30am to 10:30pm and you cannot leave the polling station during this time. Polling stations are located across the district of North Kesteven.

Counting Assistant - Location: ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX Another location may also be identified	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Night time rates on 4 May 2023: approx. £15.75 per hour (includes travel)
Counting Assistant – ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX Another location may also be identified	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Daytime rate on Friday 5 May 2023: approx. £10.50 per hour (including travel) Hours will vary
Ballot Box Receipt Assistant - ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX	On the job training	Physical ability A good team worker Ability to follow verbal instructions.	Patient and resilient	Night time rates on 4 May 2023: approx. £15.75 per hour (will be paid a minimum payment of 3 hours. Includes travel)
Ballot Box Receipt Assistant – Council Offices, North Kesteven District Council, Kesteven Street, Sleaford , NG34 7EF	On the job training	Physical ability A good team worker Ability to follow verbal instructions.	Patient and resilient	Night time rates on 4 May 2023: approx. £15.75 per hour (will be paid a minimum payment of 3 hours. Includes travel)
Postal Vote Opener	On the job training	A good team worker Ability to follow verbal and written instructions	Patient and resilient	Day-time only from Thursday 22 April - 6 May: £10.50 hourly rate Hours will vary Venue TBC