

Job Description – Postal Vote Opening Assistant

Reports to: Postal Vote Manager and Postal Vote Supervisor

Job Purpose

To undertake the opening of returned postal voter ballot packs

Main Roles & Responsibilities:

1. Under the direction of the Postal Vote Manager/Supervisor, follow the process for opening returned postal vote packs
2. Ensure that, as directed, only completed postal vote statements are forwarded for signature checking verification
3. Bring to the attention of the Postal Vote Manager/Supervisor, any mismatched, incomplete, or damaged postal ballot packs
4. Accurately tally ballot papers, in preparation for the election count
5. Accurately record hours worked
6. Assist with the set-up and clear down of the postal vote opening area as required
7. Read and understand the [Postal Vote Secrecy Requirements](#)

Useful links:

- [Postal vote opening process](#)

Last updated: 12/02/2025

Person Specification – Postal Vote Opening Assistant

Experience	
Essential n/a	Desirable • Previous experience of working on an election
Skills & Personal Attributes	
Essential • Good numeracy skills • Excellent attention to detail • Ability to concentrate for long periods • A team player and flexible attitude • Punctual and reliable • Ability to work in a calm, methodical and impartial manner while being observed by candidates and agents	Desirable n/a
Other Requirements	
Essential • Must not have worked in support of a political party/candidate at the election, whether paid or unpaid • Must not have been convicted of an offence under Electoral Legislation • Agreement to waive the Working Time Directive for period of employment	Desirable n/a