

Council Elections – 2018

Hammersmith and Fulham Council elections will take place on Thursday 3 May 2018.

For these elections we will need hundreds of people to help us with a variety of jobs. We are always looking for local residents and Council staff who can demonstrate:

- Good communication skills
- An ability to relate to people
- An awareness of, and sensitivity to, cultural diversity
- An ability to work under pressure and meet deadlines
- A professional and politically neutral manner

If you would like to be considered for work in the elections team, you can download an application form at <http://www.lbhf.gov.uk/electoralservicesrecruit> and return it to us by email, post or fax.

Please make sure that you read the following information carefully before you apply for any election jobs.

Line manager's approval (London Borough of Hammersmith & Fulham staff only)

It is the council's practice to give the Returning Officer the fullest support at election time. However, the council still needs to provide normal services, especially on polling day. It is for managers to decide who can, and cannot, be released for Council election duties.

Before applying for any job, you should discuss the matter with your line manager.

If you are offered polling station, postal vote opening or counting duties, your Acceptance of Appointment **MUST** be countersigned by your line manager, to agree your release for work and/or attending training.

Non-Council staff

The Returning Officer welcomes applications from people who are not employed by the Council, especially from local residents, members of the annual canvass team and applicants with previous election experience.

Impartial staff

All staff employed by the Returning Officer must be absolutely impartial and **MUST NOT** have canvassed for, assisted or openly supported any candidate at the Council elections.

Please apply as soon as possible.

Please don't ring us to find out if we have got your application – we do not have the staff resources to respond individually to every application as it comes in, we will be in touch with you as soon as we can.

Please include an email address on your application form - where possible, we will send all further communications to you by email.

Polling station staff

There will be 59 polling stations open on Polling Day. Each station is supervised by a Presiding Officer. In larger stations, the Presiding Officer may also have a Deputy Presiding Officer to assist them.

The number of Poll Clerks at each station will vary depending on the number of electors. New Presiding Officers and Deputy Presiding Officers will be selected on previous experience, such as working as a Poll Clerk or in other relevant roles.

No experience is necessary to be a Poll Clerk, although it is helpful, as is experience of voter registration canvassing.

Presiding Officers are responsible for the conduct of the ballot in the polling station and they should have a sound knowledge of the voting procedures. They have overall responsibility for the polling station and the supervision of other members of the polling station team.

Deputy Presiding Officers assist the Presiding Officer and may take on Presiding Officer duties during polling day or at short notice. They are only appointed at larger stations.

Poll Clerks assist the Presiding Officer by marking the register of electors as each voter receives their ballot paper. Poll Clerks also help set up and close down the polling station at the beginning and end of the day.

Polling station opening hours

Polling stations will be open for voting from 7am until 10pm. Polling station staff must be able to report to their polling station by 6:15am at the latest, and maybe earlier at some stations (you will be told if this is the case).

Fees (including attending training): **To be confirmed**
For guidance, the fees for Polling Station staff in 2017 were:
Presiding Officer: £348.05
Deputy Presiding Officer: £296.80
Poll Clerk: £245.55

Polling station staff training

All polling station staff will receive training before working at a polling station. All training will take place in Hammersmith Town Hall.

Training for Presiding Officers: 10-13 April.
Training for Deputy Presiding Officers: 10-13 April.
Training for Poll Clerks: 16 – 20 April.

We will not be able to let you work on polling day if you do not attend a training session. Further details will be sent to all staff who are appointed.

Postal vote opening staff

Postal vote opening staff open postal vote packs, check paperwork has been completed correctly and count the numbers of packs and votes returned. Sessions will take place daily within normal office hours from 23 April at Hammersmith Town Hall, On the day of the election (3 May) there will be an additional opening session at 10pm.

Support Staff

We have a wide range of other interesting jobs, all of which are vital to run a smooth election. These vary from office jobs to preparing equipment for polling stations. We pay an hourly rate – depending on the type of job – and the work is usually done out of work hours and at weekends.

If you are flexible and don't mind rolling up your sleeves, we would like to hear from you.

We will email members of the support team as and when work arises.

Please note that this post is not a full day (am-pm) position – jobs will only last a few hours or over a weekend.

Count Staff

All verification and the counting of votes for the Council elections will take place on Thursday 3 May 2018 after polls close at 10pm. Staff are required to arrive by 9.15pm and will continue to work until all wards have been declared. This will take several hours.

Count Team Leaders are responsible for supervising the counting staff and overseeing the count for their allocated electoral area. Ideally you will have previous count experience, a good head for figures, be well organised and able to work accurately under pressure.

Counting Staff are required to sort and count the ballot papers.

All count staff will be invited to take part in a count test prior to appointment. These tests will take place between 26 February and 8 March. More information will be provided to successful applicants.

The fees for count staff: **To be confirmed.**

For guidance, the fee for count staff in 2017 was £170.00.