



Carmarthenshire County Council

Admin Support

Working with Core Elections Team

The Electoral Office for Carmarthenshire wishes to expand their current list of staff to ensure a sufficient number of casual administrative staff are available for work during peak periods, as and when required only. This is not a permanent position and work is not guaranteed but you must be available to work at short notice during normal office hours i.e., Monday to Friday (9 am to 5 pm).

Duties include:

The main purpose of this role is to assist the core elections team in maintaining an accurate database of electors and households in the designated area. This includes, processing rolling registration applications and all associated correspondence, dealing with queries from the general public and political representatives, and processing Voter Authority Certificates and applications for postal and proxy voting.

The role is also required to assist in the preparation of training materials, training locations and the administration of all election duties.

Ideally, we are looking for someone who can

- ✓ Work collaboratively with others
- ✓ Work to a high degree of accuracy
- ✓ Has good communication skills
- ✓ Can follow instructions precisely

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Payment

Payment will be calculated on an hourly basis and will be made to a designated bank account after polling day.