ELECTORAL SERVICES
CASUAL ELECTION STAFF

COUNT RUNNER
JOB DESCRIPTION

WOKINGHAM
BOROUGH COUNCIL

The Count Runners team

The purpose of the Count Runner team is to collect ballot boxes, polling station stationery and equipment from the Presiding Officers: to hand in the necessary paperwork to the Ballot Box Reception team; and to convey the ballot boxes to the relevant locations within the Count venue. The team are also responsible for counting unused ballot papers, emptying and sorting contents of polling station wallets and other polling station equipment ready for transportation back to Council Offices.

The Count Runner Role

The role of the Count Runner must be undertaken in a systematic and timely manner as verification cannot start until ballot boxes are received.

Duties involve lifting and carrying ballot boxes, bags and other equipment. This may be for some distance and may include stairs. Platform trolley and/or roll cage trolley are to be used when transporting from Presiding Officer vehicles to Ballot Box reception desk.

Count Runners are expected to work until all duties are completed and are not permitted to leave the premises until all the ballot boxes have been returned to the Count venue and election equipment/paperwork has been sorted.

They must:

- Familiarise themselves with the location of the count venue and make suitable arrangements to ensure they arrive on time.
- Arrive at the Count venue promptly at 9.30pm and sign-in on arrival.
- Attend a Count Runners team briefing at start of shift and follow instructions provided by the Elections staff/Supervisor.
- Read and sign declaration that you understand and will comply with manual handling instructions. Copies will be supplied either on the day of their employment or prior to it.
- Wear high visibility tunic provided.
- Read and agree to the terms of the Statement of Secrecy. Copies will be supplied either on the day of their employment or prior to it.
- Always act impartially and respect confidentiality of materials handled.
- Refrain from engaging in conversations with candidates, agents, press, councillors or guests.
- Sign out on departure at end of shift.

Duties:

- Work as part of a team to receive ballot boxes, equipment and stationery from the Presiding Officers ensuring they have completed the close of poll instructions correctly.
- Convey ballot boxes, equipment, ballot paper accounts, postal vote envelopes and Presiding Officer's stationery to the designated area within the Count venue.
- Count unused ballot papers and complete associated paperwork.
- Empty and sort polling station wallets and equipment as directed by Elections staff.
- Clear away any equipment and stationery no longer needed.
- Lift and carry equipment around the venue.
- Ensure your conduct is exemplary due to the high-profile nature of the election.
- Be prepared to work flexibly and remain until required.
- Any other duties as directed.

Eligibility:

The Returning Officer is not permitted to employ anyone who is/or has performed duties on behalf of any political party or candidate at the election, or who has been convicted of an offence under electoral legislation.

Post holders must be 18 or over and entitled to work in the UK (in accordance with the provisions of the Asylum and Immigration Act 1996). They must provide evidence of their eligibility to work in the UK (known as a 'right to work' check).

The right to work check must be completed prior to taking up the job role, so we ask successful applicants to provide this evidence as soon as possible.

Health and Safety:

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Rate of pay and working time:

- Hourly rate: £24.29 per hour (including holiday pay)*
- Date of employment: Thursday 6th May 2027
- Start time: 9.30pm
- Total working time: 4 hours approx. You will be required to stay until receipt of all ballot boxes, counting of unused ballot papers and sorting of all polling station equipment is completed.
- Place of work: Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD

* Elections staff do not pay Class 1 National Insurance contributions for fees received at parliamentary or local elections.

ELECTORAL SERVICES
CASUAL ELECTION STAFF

COUNT RUNNER
PERSON SPECIFICATION

WOKINGHAM BOROUGH COUNCIL

EXPERIENCE	
Essential	**Desirable**
None.	

SKILLS/PERSONAL ATTRIBUTES	
Essential	**Desirable**
Punctual and reliable. A team player and flexible attitude. Able to lift and carry polling station equipment/ballot boxes. Able to walk for at least 2 hours at speed. Able to follow instructions. Calm under pressure. Ability to remain politically neutral.	Understanding of confidentiality.

OTHER	
Essential	**Desirable**
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. Be willing to attend training/briefing sessions as required. Acceptance and adherence to the terms of Statement of Secrecy.	