

Job Description – Count Porter

Reports to: Ballot Box Registration Officer and Deputy Returning Officer

Main purpose of the job:

To facilitate movement of ballot boxes and equipment around the count venue as required

Main Role & Responsibilities:

1. Working as part of a small team, retrieve ballot boxes and other polling equipment from Presiding Officers as they arrive at the count venue
2. Ensure ballot boxes and other polling equipment is correctly moved to its specified location within the count hall
3. Assist with the setup of equipment at the start of the count
4. Assist with the packing away and storage of equipment at the end of the count
5. Any other duties as instructed by the Deputy Returning Officer
6. Read and understand the [Count Secrecy Requirements](#)

Useful web links:

- [Manual Handling Back to Basics \(YouTube\)](#)

Last updated: 12/02/2025

Person Specification – Count Porter

Experience	
Essential n/a	Desirable n/a
Skills & Personal Attributes	
Essential • A team player and flexible attitude • Calm under pressure • Punctual and reliable	Desirable n/a
Other Requirements	
Essential • Ability to undertake manual handling and lifting duties • 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