

Job Description - Ballot Box Reception Officer

Reports to: Deputy Returning Officer

Responsible for: Count Porters

Main purpose of the job:

To be responsible for the receipt of ballot boxes, paperwork, postal votes, and other materials returned by the Presiding Officers after the close of poll

To ensure the secure storage of all essential documents and materials while enabling easy retrieval of documents as required.

Main Role & Responsibilities:

1. Manage the process of the receipt of ballot boxes and associated material and check that all the essential documents have been returned and have been completed accurately.
2. Maintain an accurate record of boxes and materials returned, including box arrival times.
3. Advise the Deputy Returning Officer on any issues, delays and when the last ballot box arrives.
4. Read and understand the [Count Secrecy Requirements](#).

Useful web links:

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

Last Updated: 12/02/2025

Person Specification – Ballot Box Reception Officer

Experience	
Essential n/a	Desirable n/a
Skills & Personal Attributes	
Essential • Ability to work in a fast-paced environment • Be organised and calm under pressure • A team player and flexible attitude • 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