



Count Runner - Job Description

Purpose of the Runners

There are several Count Runner roles available; outside runners, inside runners and ballot box co-coordinator runners. The roles of these are to receive ballot boxes, equipment and stationery from Presiding Officers and Delivery Points and take them to the relevant station within the verification and count.

Runners are required for the verification following the close of poll at 10pm and staff are expected to work until finished.

Some runners are required for the count which may take place the following day.

Count Runners must:

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the statement of secrecy
- Familiarise yourself with the location of the verification/count and how you will get there on time
- Follow instructions and flowcharts provided by your Supervisor
- Sign your appointment form on arrival

Duties:

- Lifting and carrying equipment
- You will work as part of a team to Receive ballot boxes and sacks from Presiding Officers and Delivery Points ensuring they have completed the close of poll instructions correctly
- Ballot boxes, ballot paper accounts, hessian sacks, postal vote envelopes and Presiding Officer's stationery must be allocated to the designated areas.
- Clear away equipment and stationery no longer needed and any other duties as directed.
- Ensure your conduct is exemplary due to the high profile nature of the election
- You must be prepared to work flexibly and remain until required

In return you can expect:

- A 10 minute briefing session upon arrival
- All stationery and equipment to carry out your duties
- Water provided
- Payment to be made within four weeks of polling day into your nominated bank account

Personal Specification

Essential

- Ability to work as part of a team
- Good timekeeping
- Ability to carry out work as instructed
- Remain calm under pressure

Updated: March 2025

This information is provided for guidance only and may be subject to change without notice.

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Office is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

Pension

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

Payment

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

Updated: October 2019

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