

Ballot Box Handler - Role Profile

The Elections Team

The Elections Team is responsible for delivering well-managed and secure elections across the borough. Ballot Box Handlers play a key operational role in supporting the safe movement, distribution and handling of ballot boxes and election materials during the 6-week election period, including polling day and the count.

Ballot Box Handlers work as part of a larger election workforce, supporting Electoral Services, Polling Station Inspectors and Count Supervisors to ensure election materials are transported and processed efficiently.

This role is particularly suited to individuals who are looking for casual work on an ad-hoc basis, physically active and reliable.

The Returning Officer cannot appoint anyone who has carried out duties on behalf of a political party, candidate, election agent or campaign at the election. All election staff must remain politically impartial and comply with the statutory Requirement of Secrecy.

Purpose of the Role

Ballot Box Handlers provide essential logistical support during elections. They are responsible for assisting with the collection, movement, distribution and storage of ballot boxes and election materials during the election period.

The role requires a high level of reliability, physical capability and attention to security procedures to ensure the integrity of the ballots are always maintained.

Key Responsibilities

The Ballot Box Handler will:

- Assist with the safe movement of ballot boxes and election materials
- Support the set-up and operation of election count venues
- Distribute ballot boxes to verification and count teams
- Follow all security procedures
- Assist Electoral Services staff with logistical tasks throughout the 6-week election period
- Work safely and efficiently both independently and as part of a team
- Ensure election materials are handled with care and professionalism

Duties

Prior to starting employment

- Attend any required training or briefing sessions
- Read and familiarise yourself with all instructions issued
- Understand manual handling requirements and health and safety guidance

Polling Day

Where assigned, Ballot Box Handlers may:

- Support the distribution and collection of election materials
- Assist with loading and unloading vehicles
- Always maintain security of election materials

- Follow instructions from Electoral Services staff and the Ballot Box Coordinator(s)
- Report any issues immediately to the Ballot Box Coordinator(s)

Election Count

Most duties will usually take place at the count venue and may include:

- Receiving ballot boxes as they arrive from polling stations
- Checking and organising incoming ballot boxes
- Moving ballot boxes to designated verification areas
- Assisting with the emptying of ballot boxes as directed
- Transporting ballot boxes and election materials throughout the venue
- Re-sealing and securing ballot boxes where required
- Assisting with venue set-up and breakdown
- Maintaining clear walkways and safe working areas
- Supporting Count Supervisors and Electoral Services staff as required

You must be flexible and available to work as required, both in the lead-up to and throughout the six-week election period

Health and Safety

Ballot Box Handlers must:

- Always use safe lifting techniques
- Wear any required identification or high-visibility clothing provided
- Report accidents, hazards or safety concerns immediately
- Take reasonable care for their own safety and that of others

The role involves standing and walking for prolonged periods and the regular lifting and movement of ballot boxes, equipment cases and polling station materials

Physical Requirements

- Able to lift and move ballot boxes and election equipment safely
- Able to stand and walk for extended periods
- Able to undertake manual handling duties throughout the shift

Desirable Requirements

- Previous election experience
- Experience working in logistics, warehousing, events or similar operational roles
- Experience of manual handling

Other Requirements

- Must not have worked in support of a political party, electoral group, candidate or agent at the election
- Must not have been convicted of an offence under electoral law
- Must comply with the Requirement of Secrecy
- Must attend any training or briefing sessions required by Electoral Services
- Must be available for the full duration of the allocated shift, which may include evenings, overnight work, weekends and public holidays

This role is ideal for retirees, semi-retired individuals, students, casual workers and anyone seeking flexible temporary work while supporting the democratic process.