



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Christmas
leave



Flexible
working hours



Annual
pay review



Employee assistance
programme



Family friendly
policies

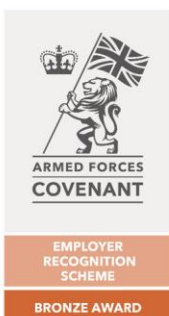


Staff discount at
Ribblesdale Pool



**Guaranteed interview if all
essential criteria are met.**

*We are an equal opportunity
employer and applications are
welcome from all minority groups.*



Part Time Legal Assistant (Job Share) Council Offices - Clitheroe

Reference: CE211

Pay: Scale 4 (scp 10-13) £26,835 to £28,163 per annum
pro rata

Hours: 18.5 hours per week (Wednesday afternoons,
Thursday and Friday all day)

We are excited to advertise a job share position for a Legal Assistant in our Chief Executive's Directorate. You will work in a small supportive team in the Council Offices.

Working closely with Head of Legal and Democratic Services, and other lawyers in the department, the postholder will carry legal work including, conveyancing, debt recovery, and processing Freedom of Information and Environmental Information Regulation requests.

You will be self-motivated with a flexible, methodical, and conscientious approach to work and great problem-solving skills. The role offers variety, with the opportunity to learn something new every day, and will give you an opportunity to develop your skill set, experience and knowledge.

If this sounds like your next role, please follow the link below for an application pack and to review the job description in more detail. If you would like an informal discussion about this role, contact Mair Hill (Head of Legal and Democratic Services) on 01200 425111.

Join us to receive a host of benefits such as flexible working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme, and training/development opportunities.

Closing date: Sunday, 20 July 2025

Interview date: Monday, 28 July 2025

To apply online: ribblevalley.gov.uk/jobs

Other ways to apply: For a paper application pack, send your contact details and vacancy reference number to HR@ribblevalley.gov.uk or call 01200 414596 (24-hour answerphone)

Reasonable adjustments: For any part of the recruitment process, please email us or provide further information on your application form.

Right to close early: We reserve the right to close job vacancies before the deadline, so please apply early to avoid disappointment.