



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

Graduate Trainee - LGR Programme Council Offices - Clitheroe

Reference: CE220

Pay: Scale 5 (scp 16-19) £30,518 to £32,061 per annum

Hours: 37 hours per week (2-year fixed term contract)

Ribble Valley Borough Council is preparing for significant change as part of Local Government Reorganisation (LGR), and we are offering an exciting opportunity for a motivated and enthusiastic Graduate Trainee to join our Programme Management Office (PMO). This role is ideal for someone looking to begin their career in project and programme delivery, public service, policy, or organisational change.

As a Graduate Trainee, you will gain hands on experience across a wide range of programme activities, including research, data collection, meeting coordination, documentation, reporting and stakeholder engagement. You will work closely with the LGR Programme Manager and PMO colleagues, providing essential support to ensure the smooth running of programme activity as we work towards vesting day in April 2028.

You will help prepare reports and briefings, maintain action logs and trackers, gather information from services, assist with data validation, and support governance processes. You will also be involved in organising workshops and events and developing improved tools and processes to support programme delivery.

We are looking for someone with strong organisational skills, good attention to detail, confident communication, and the ability to work collaboratively. You should be eager to learn, able to use your initiative and keen to contribute to a high profile and meaningful programme of public sector change.

This is a rare opportunity to gain experience at the heart of a major local government transformation

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: 10th May 2026

Interview date: Date TBC



Guaranteed interview if all essential criteria are met.

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



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.