

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Chief Executive
Service area	Chief Executive

Post details	
Job title	Graduate Trainee – LGR Programme
Post number	TBC
Vacancy reference	CE220
Scale	5
Contract	2-year fixed term contract
Location of work	Council offices
Directly responsible to	LGR Programme Manager
Directly responsible for	N/A
Hours	37 hours per week
JE reference	GLPC/LGR/ML
Primary purpose and scope of the job	
<p>To provide high-quality administrative, research and coordination support to the Local Government Reorganisation (LGR) Programme. This entry-level role is designed to develop professional skills and experience in project and programme work, while supporting day-to-day activities of the PMO.</p> <p>The postholder will assist with information gathering, data processing, meeting preparation, documentation, and communications to support programme readiness for vesting day in April 2028. They will work closely with the Programme Manager and Programme Administrator to ensure programme activity runs smoothly and efficiently.</p>	
Working Relationships	
<p>Programme Manager (LGR) Programme Administrator / PMO team Chief Executive / Directors / SRO Service Managers and officers across HR, Finance, ICT, Legal and others Partner councils and external agencies Suppliers, contractors and auditors (as directed)</p>	

Key Tasks and Responsibilities

1 Programme Support & Coordination

- Support arrangements for meetings and workshops, including preparing agendas, note-taking, circulating papers and following up on basic actions.
- Assist with maintaining action logs, trackers and workstream updates.
- Help ensure programme documentation is complete, accurate and accessible.

2 Data Collection, Research & Information Management

- Gather baseline information from services (e.g., ICT systems, workforce data, contract lists, asset records) under guidance from the Programme Administrator or Programme Manager.
- Assist with simple data cleansing, validation and record updating.
- Produce summaries, charts or basic analysis to support reports and decision-making.

3 Governance & Documentation

- Maintain version control, filing structures and document storage to PMO standards.
- Help compile routine reports, dashboards and status updates for internal audiences.
- Support the administration of governance processes, ensuring documents and materials are prepared on time.

4 Stakeholder & Communications Support

- Assist with the preparation and distribution of internal LGR communications, updates and briefings.
- Maintain accurate contact lists, distribution lists and stakeholder information.
- Assist with logistics and preparation for engagement events, workshops and briefings across partner councils.

5 Operational Support Across Workstreams

- Support PMO colleagues in gathering information from HR, ICT, Finance, Legal and other services as needed.
- Carry out assigned administrative tasks to support digital/data audits, contract register updates, asset listing, or workforce information templates.
- Maintain simple logs and trackers related to operational data and programme preparation tasks.

6 Financial and Procurement Administration

- Assist with maintaining programme financial records, such as logging invoices or purchase orders under supervision.
- Support procurement-related administrative activity, including file management, supplier communications logs and documentation collation.

7 General Duties

- Respond to routine enquiries and direct queries appropriately.
- Contribute to a positive PMO culture, supporting continuous improvement in processes and tools.
- Undertake any other duties appropriate to the role and grade to support LGR delivery.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mark Leach
Role	Head of HR
Date Revised	3 rd March 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job title	Graduate Trainee – LGR Programme
Post Number	TBC
Vacancy reference	CE220
Scale	5
Directorate	Chief Executive
Service Area	Chief Executive

Criteria

Experience		
Experience of providing administrative support, including organising meetings, preparing basic documentation, or handling information in an office or academic environment.	A/I	E
Experience of maintaining accurate records, logs or data (e.g., research data, spreadsheets, project notes).	A/I	E
Experience working collaboratively with others as part of a team, either academically, professionally or through voluntary activity.	A/I	E
Experience supporting projects or structured pieces of work as part of a degree, internship or placement.	A/I	D
Experience working within a public sector, local government or regulated environment.	A/I	D

Skills and Abilities		
Strong organisational skills, with the ability to manage multiple tasks and meet deadlines.	A/I	E

Good written and verbal communication skills, including the ability to prepare clear notes, summaries and basic reports.	A/I	E
Strong attention to detail and accuracy in handling data, documents and records.	A/I	E
Ability to analyse information, identify key points and present findings clearly.	A/I	E
Competent IT skills, including use of MS Office applications (Word, Excel, Outlook, Teams).	A/I	E
Ability to build effective working relationships with colleagues and partners at all levels.	A/I	E
Ability to use initiative, seek clarification when needed and demonstrate a willingness to learn.	A/I	E
Ability to support simple problem-solving and contribute ideas to improve processes.	A/I	E

Education, Qualifications and Knowledge		
Degree-level education (any discipline) or equivalent demonstrable experience.	C	E
Awareness of the purpose of project or programme work.	A/I	E
Awareness of local government and public sector environments.	A/I	E

Other requirements		
Ability to demonstrate commitment to equality, diversity and inclusion.	A/I	E
Flexibility to support programme activity and adapt to changing priorities.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mark Leach
Role	Head of HR
Date Revised	24/04/2026