



Ribble Valley
Borough Council
www.ribblevalley.gov.uk



Excellent
pension scheme



Training and
development



Generous annual
leave entitlement



Retail discounts and
cycle to work scheme



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.*



Democratic Services and Civic Officer Council Offices - Clitheroe

Reference: CE221

Pay: Scale 6 (scp 21-24) £33,143 to £35,412 per annum

Hours: 37 hours per week with flexibility to cover early evening meetings. Full Time/Part Time/Job Share options will all be considered

We are excited to advertise the position of Democratic Services and Civic Officer in our Chief Executive's Department. You will work in a small supportive team in the Council offices in Clitheroe and have responsibility for the Mayor's Driver and Town Hall attendant.

Working closely with the Head of Legal and Democratic Services, the postholder will be required to manage the production and distribution of meeting agendas, attend meetings including evening meetings, produce the meeting minutes and action sheets. In addition, the postholder will be responsible for the Civic function within the Council including the Mayoralty, therefore we are looking for someone who has experience of communicating across a wide spectrum of people both individuals and in groups.

Whilst you will be organising a wide variety of events including arrangements for Annual Council and the Mayor's charity events, you don't need to be proficient in event planning, you just need a talent or interest in events coordination.

What we do ask is that you have experience of Local Government Administration, are competent in the use of office software and able to produce accurate information with an attention to detail. You will also be someone who uses tact and diplomacy and can deal with confidential information.

A full UK driving licence and access to a vehicle is essential as the postholder will be required to attend meetings away from the office.

If you would like an informal discussion about this role, contact Mair Hill (Head of Legal and Democratic Services) on 01200 425111.

If this sounds like your next role, please follow the link below to view the job description in more detail. Join us to receive a host of benefits such as flexible/favourable working hours (flexitime scheme in operation), generous leave entitlement, occupational pension scheme, training and development opportunities, discounts at major retailers and a cycle to work scheme.

Closing date: Sunday 26th July 2026

Interview date: Monday 3rd August 2026

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.