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Borough Council  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)



Excellent  
pension scheme



Enhanced hourly  
rate in lieu of leave  
entitlement



Excellent working  
conditions



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.*



EMPLOYER  
RECOGNITION  
SCHEME  
**BRONZE AWARD**

# Casual Gallery and Visitor Information Centre Assistant Platform Gallery – Clitheroe

**Reference:** COM961

**Pay:** Scale 1A scp 2 – however the council has a policy of paying the Living Wage Foundation Real Living Wage £13.45 per hour which is the rate you will be paid. Plus 12.07% allowance in lieu of holiday entitlement.

**Hours:** No guaranteed hours – Cover is required for absences/annual leave from Monday to Saturday  
*Would suit those looking for hours in school holidays/weekends.*

Gallery opening times are Monday to Friday 10.00am to 4.30pm, Saturdays 10.00am to 4.00pm and Sundays 11.00am to 4.00pm. Staff working these hours are required to start 15 mins before and finish 15 mins after the opening times.

The Platform Gallery and Visitor Information service highlights the work of a diverse range of artists in the field of contemporary British craft as well as providing a valuable source of information.

Duties are wide-ranging and include meeting and greeting customers and artists both in person and over the telephone; operating the gallery shop till; displaying and handling artwork; lifting and carrying stock and deliveries; undertaking a variety of administrative tasks; and assisting with painting, maintenance, and general DIY activities during exhibition installation periods.

Applicants must have a friendly and welcoming manner, together with a strong understanding of excellent customer service. They must be confident when dealing with members of the public and able to communicate effectively with a wide range of people. Previous experience in a hospitality, retail, or customer-facing role would be advantageous. Good IT skills are essential, particularly in Microsoft Outlook, Excel, and Word.

**\*There are no guaranteed hours for this post\***

Join us to receive a host of benefits such as favourable working hours, generous leave entitlement, occupational pension scheme and training/development opportunities.

**Closing date:** Wednesday 30 September 2026

**Interview date:** Friday 16 October 2026

**To apply online:** [ribblevalley.gov.uk/jobs](http://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](mailto: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.