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Borough Council  
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policies



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Ribblesdale Pool

# Housing Needs Officer (Job Share) Council Offices - Clitheroe

**Reference:** EDP120

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

**Hours:** 18.5 Hours Per Week (Wednesday afternoons, all  
day Thursday and Friday)

The Council is looking to appoint a part time Housing Needs Officer (HNO). The primary role is to advise and assist households at risk of homelessness. The Council offers a range of initiatives to prevent homelessness and the HNO's role will be to deliver these schemes. The post involves making home visits, inspecting properties and interviewing households. The service offers daily appointments or over the phone advice and assistance, which then requires follow up casework by the HNO.

The role involves partnership working with housing providers, care/support providers, probation service, mental health services and many other agencies.

Excellent communication skills and a clear understanding of homelessness legislation are essential.

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

**Closing date:** Wednesday 3 June 2026

**Interview date:** Thursday 11 June 2026



*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](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.