

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Economic Development and Planning
Service area	Regeneration

Post details	
Job title	Assistant Economic Development Officer
Post Number	E197
Vacancy Reference	EDP124
Scale	Scale 4 (scp 10-13) £27,694 to £29,064 per annum
Contract	Fixed term contract until 31 March 2028
Location of work	Council Offices
Directly responsible to	Senior Economic Development Officer
Directly responsible for	-
Hours	37 hours per week
JE Reference	GLPC
Primary purpose and scope of the job	
To support the preparation and delivery of the Council's Economic Plan and create a greener, more productive and fairer economy that is stronger and more resilient.	

Key Tasks and Responsibilities

- You will work to support the preparation and delivery of our Economic Plan in a changing social and economic context.
- To assist the Senior Economic Development Officer in delivering economic development projects in partnership with key stakeholders.
- To assist with the organisation and delivery of the Clitheroe Food Festival.
- With excellent attention to detail and communication skills you will be the first point of contact for business enquiries.
- Lead on the co-ordination of the Council's Economic Partnership.
- Assist the Senior Economic Development Officer with the Ribble Valley Business CRM/database.
- Assist the Senior Economic Development Officer in the development of activities that will support enterprise development, help sustain and scale up existing businesses.
- Deputise for the Senior Economic Development Officer, when necessary, at the Council's Economic Development Committee and other meetings where appropriate.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

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	Nicola Hopkins
Role	Director of Economic Development and Planning
Date Revised	5 August 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.

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Criteria

Experience		
Experience of carrying out research and presenting results.	A/I	E
Experience of co-ordinating successful partnership working and working with people in a consultative manner.	A/I	D
Experience of working with businesses and business groups	A/I	D
Experience / understanding of Planning Policy and Development issues.	A/I	D

Skills and Abilities		
Report writing skills.	A/I	E
Ability to prioritise work, manage time effectively and work under pressure.	A/I	E
Good presentation skills.	A/I	E
Excellent IT skills with knowledge of Microsoft Word and Excel.	A/I	E
Awareness of the factors affecting the rural economy and its communities.	A/I	D

Education, Qualifications and Knowledge		
Educated to A-Level standard or equivalent.	C	E

Other requirements		
Ability to work independently.	A/I	E
Ability to work outside normal working hours, including evenings and weekends.	A/I	E
Full UK Driving Licence.	A/I	E
Experience in dealing with a wide range of people from differing backgrounds in a style that is appropriate to them.	A/I	D

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.

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