

Job Title: People Advisor

Hours: 30 - 37 hours per week, 52 weeks
(Term Time Only/part time or other flexible working arrangements will be considered)

Location: Bedford but travel is required to clients

Salary: £28,000 - £32,000 per annum FTE (Dependant on skills and experience)

Closing date: 10am on 30th June 2026

About Us:

People are at the heart of every successful organisation, but they can also be the source of its biggest challenges. At Horizon HR, we partner with businesses and schools to solve people problems, strengthen leadership and create workplaces where individuals and organisations can thrive. Through practical advice, strategic thinking and a genuine commitment to doing the right thing, we help our clients build stronger teams, better cultures and brighter futures. Based in Bedford, we primarily serve clients in Bedfordshire and surrounding counties. More information about our values is attached in a separate document.

The Opportunity:

Are you currently working within HR and have a passion for excellence? Do you thrive in a collaborative environment where your skills are valued, and your ideas welcomed? Are you looking to develop quickly and thrive in a busy environment? If you are, join our team of dedicated professionals committed to delivering top-tier HR solutions!

Key Responsibilities:

- Provide expert HR advice and administration, demonstrating a commitment to excellence.
- Effectively manage complex employee relations casework across a diverse client base.
- Cultivate positive and professional relationships with partners, clients, colleagues, and external agencies.
- Regular travel to client sites as needed and attendance at Horizon HR's Head Office in Bedford.

What We're Looking For:

- Enthusiastic and passionate HR professional with a drive for delivering excellence.
- Able to travel to clients to support them on site.
- Strong communication and organisational skills.

- Proven track record of building and maintaining trusting relationships.

Why Join Us?

- Be a key individual in a small, dynamic team of supportive individuals.
- Opportunities for professional growth and development.
- Flexible working arrangements available to suit your needs.
- Make a meaningful impact by providing essential HR support to diverse clients.
- Work in an environment that values excellence and fosters collaboration.

If you're ready to take your HR career to the next level and contribute to a culture of excellence, apply now and become a valued member of our team at Horizon HR!

How to Apply

As part of our recruitment process, we'd like to get to know the person behind the CV.

Therefore, in addition to sending a CV, please send us a short video (maximum 5 minutes) answering the following three questions:

1. What does "People First" mean to you?
2. Tell us about a time you did the right thing, even when it wasn't the easiest option.
3. Why would you like to join the team at Horizon HR?

We're not looking for perfection or polished production. Simply be yourself and let your personality, values and communication style shine through.

Please email your video submission to hello@horizonhr.co.uk

Closing Date for receipt of CVs and videos: 10:00am on 30 June 2026

Successful candidates will be invited to the next stage of the recruitment process, which may include an online and/or face-to-face interview, along with relevant assessment activities.

At Horizon HR, we believe great businesses are built by great people. If that resonates with you, we'd love to hear from you.