



HR Officer
35 Hours Per Week
Closing Date: 25th July 2025

Salary: £28,000.00 per annum

We also offer 26 days' annual leave (+ public holidays) on starting, matched pension contributions up to 5%, enhanced pay when taking leave as your family grows, income protection insurance, a health-cash plan and a wide range of wellbeing and mental health support services.

Location: Our office is based near Stoneleigh in Warwickshire, and we're typically working from there 2-3 days a week with flexibility to work remotely. You're also welcome to work in the office more frequently.

Hours: Our usual full-time hours are 35 a week – with an early finish on a Friday! We offer other flexible work options, such as compressed or fewer hours, which we're happy to discuss.

What you'll be doing:

Becoming friends with Suzy and Ricky (Our HRIS and Recruitment System) – You'll help support and guide our managers through the recruitment and onboarding process.

Bringing learning to life within the BHS, supporting with the facilitation of L&D activities across the organisation through arranging workshops and coordinating events, along with helping with the development of L&D learning materials.

Be the 'go to' person for giving friendly practical advice to managers and members of the Home Team.

Helping Suzy and Ricky reach their full potential, they're nearly there but they need a bit of TLC to finish them off and build them into BAU. You'll then ensure they stay up to date and maintained with easy reach reporting.

Getting payday ready, by ensuring everyone gets paid correctly and enrolled onto our benefits schemes, because everyone knows payday is the most important day of the month right?!

Jumping in and supporting with a little bit of everything else, from adhoc projects to people related HR generalist tasks and administration.

What you won't be doing:

Running training sessions - unless you're really into it in which case, go for it!

Payroll calculations - we've got external partners who handle that side of things.

Having the same day twice! Every day brings something new, unexpected, and occasionally a bit quirky.

This is a great role for you if:

You've been part of a people team, in a generalist role and love the variety it brings

You're as happy in a spreadsheet as you are speaking with colleagues across the organisation.

You're the person who has colour coded to do lists and loves ticking off completed tasks.

You're curious and proactive and up for learning new things – whether this be a system, a policy or better ways to do things.

You want to work in an organisation that supports you to bring your full, authentic self to work and is working really hard to be a beacon of inclusion in the equestrian sector.

We're excited that you're thinking about applying to The British Horse Society. To help you make the strongest impression, here are a few friendly tips:

- AI tools can be handy, but they don't always hit the mark when it comes to the specific stuff we're looking for.
- We really want to hear *your* voice - your experiences, your skills, and what makes you, well, you!
- If you lean too much on AI-generated content, your application might end up sounding a bit generic - and that could hurt your chances.

So, keep it real, keep it personal, and show us what you're all about.

How to apply: Please follow the link below to apply for this role:

<https://cezanneondemand.interviewweb.it/bhs/jobs/hr-officer-55328/en/>

Interview Dates as follows:

First Stage Interviews: 5th and 6th August 2025

Second Stage Interviews: 12th and 13th August 2025

For further details on this and other opportunities, please visit www.bhs.org.uk.

The British Horse Society is committed to achieving equity for all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse workforce because, in our view, diversity enables better organisational outcomes. We also believe that a more inclusive workplace, where people of different backgrounds work together, ensures better outcomes for all employees.

We therefore strongly encourage suitably experienced people from a wide range of backgrounds to apply.

Only suitable candidates will be contacted directly about this position, and we will not store or process the data of candidates for longer than is necessary for the recruitment process.