

Job Title: People Partner

Salary: Up to £50k

Dept: People & Comms

Working Pattern: Full time (hybrid)

Company description

Our Media is a leading special-interest content business, based in the buzzing, creative city of Bristol. We're home to market-leading brands in craft, cycling, science and nature, homes and music.

We help our audiences pursue their passions through highly trusted, original content – in print, video and online. Our much-loved brands include BBC Science Focus, BBC Wildlife Magazine, YourHome, Gathered.how, BikeRadar and Cycling Plus.

We also have an award-winning content agency that works with major charities, brands and membership organisations to help them tell their stories and engage audiences better – in print, video, and online.

Position

Reporting to the People Director, the People Partner will work in a small People & Comms team supporting client groups of c150 people and working on a variety of HR projects and initiatives. The People Partner will play a key role in our team and take on line management for our People & Talent Administrator.

As People Partner, you will play a pivotal role in aligning HR strategies with our business plans and objectives. Through developing strong relationships in your client groups, you will ensure our culture and values are reflected in all of our people plans and initiatives.

This role requires a combination of strategic thinking and operational excellence together with a creative and flexible approach to problem solving.

Responsibilities

- Business Partnering – working proactively and strategically with client groups to shape and support their people plans through influencing and building strong business relationships.
- Coaching and providing feedback – working closely with managers, coaching them and sharing feedback to help them develop their leadership skills, and deliver our overall business goals
- Providing HR guidance – for example on restructures, succession planning and operational HR issues
- Learning & Development – working with the People Director to deliver our L&D strategy, including developing new initiatives and delivering training to enable us to grow and develop our people
- Talent Acquisition - partner with hiring managers to attract, select, and onboard top talent who align with our values and contribute to a diverse and inclusive workplace
- Performance Management - support managers with performance management processes by providing guidance on goal-setting, feedback, and development plans
- Change management – taking a strategic, hands on and empathetic approach to managing change pieces such as restructures, organisational change or TUPE processes
- Employee Relations - act as a point of contact for employees, fostering an environment of open communication and trust. Address employee concerns, conflicts, and performance issues in a fair and empathetic manner
- Employee Engagement - support initiatives to enhance employee engagement, well-being, and satisfaction.
- Equality, Diversity and Inclusion – helping shape and deliver our ED&I plans in conjunction with the network chairs
- Reward - advise and support employees and managers on company pay and benefits
- Internal Communications – advising and supporting on internal comms for your client groups, working with the IC Manager where necessary
- Policies & Procedures - in conjunction with the wider People & Comms team, ensure all company policies and procedures are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies
- Suggesting new HR strategies and initiatives
- Ad hoc projects and initiatives

Requirements

Essential

- Demonstrable HR Partnering experience with the ability to drive change, foster a positive culture, and align HR initiatives with business goals.
- Excellent interpersonal and communication skills with the ability to build strong relationships at all levels
- Proactivity – able to identify what needs doing and make appropriate suggestions and recommendations
- Driven to deliver - delivers personally and has persistence and resourcefulness to deliver when faced with obstacles
- Coaching skills – ability to coach and feedback to key stakeholders
- Technical Expertise - confident in managing TUPE, redundancy and ER issues in line with appropriate legislation and policies
- HR project management experience
- Team Ambassador – great team player and the ability to represent the People and Comms function as part of the bigger business picture.
Demonstrates our Core Values – Be Kind, Always Curious, Be The Best We Can Be

Desirable

- CIPD Qualification
- HR Partnering experience gained in a publishing, media, digital or creative environment
- Experience of training design and delivery

Other information

We respect and value differences. We believe that when people from different backgrounds and with different perspectives work together, we can create the most value for our people, readers, customers, and society. If you are excited about this role but your experience doesn't align perfectly with everything listed in the job description, we encourage you to apply anyway, as you may still be a good fit for this or other roles.

We're striving to create a more diverse and inclusive environment and to ensure our content is representative of all our audiences. We have established five internal D&I network groups to help our people feel supported and



included, and to provide an open environment for people to network, mentor and exchange ideas, solutions, and experiences. If there is anything we can do to make our recruitment process more accessible for you, please do let us know at recruitment@ourmedia.co.uk.

Flexible and hybrid working

We know we create great things and have fun when we come together in person and collaborate. We also know that working from home brings great benefits in terms of being able to focus on our work, and manage our personal lives around our roles. With this in mind, we have established a hybrid working pattern, with 60% of the working week spent in the office.

Our people also benefit from a flexi time policy, and a flexi location policy which gives everyone the opportunity to work from another location for two weeks during the year.

We are open to discussion about flexible working requests for any flexibility needs not covered by these policies.


Company benefits include

- Pension contribution matched to 5%
- 25 days annual leave plus bank holidays, plus Christmas closure, plus your birthday off
- Option to buy/sell up to 5 days holiday a year
- 4x life assurance
- Health Cash Plan
- Hybrid working pattern, flexi start/finish time
- Social committee
- Regular in-house learning events
- Summer and Festive Social events

Our values

We strongly believe that work is not just about what we achieve, but how we achieve it. We want our people to thrive and develop, and we want to effect positive change in the world.

We have an ambitious and robust sustainability strategy, which includes a zero-to-waste, renewable-energy-fuelled office at Eagle House, the complete



removal of single-use plastics from our supply chain, and a roadmap to be fully carbon neutral by 2030.

To put that spirit at the heart of our business, we recently co-created a set of values with input from everyone here. Our values are:

- Be kind
- Always curious
- Be the best we can be

Apply today to take the next step in your career with Our Media.

The closing date for this role is 12th December 2025, however, we may close the role before the deadline, so please apply early to avoid disappointment.