

Job Title: Operations Editor

Salary: Up to £32,000

Brand: Cycling Plus, Mountain Biking UK

Dept: Cycling

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, Your Home, Gathered.how, BikeRadar, MBUK 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

This is a senior position within the print delivery team. The Operations Editor is responsible for ensuring smooth copy flow and efficient production working practices, and delivering the high-quality production standards our readers expect, in both our print and digital editions.

You will support the Group Editor in creating an efficient and focused team, able to maximise the content produced by the central content team. This will include managing and mentoring a Production Assistant.

Where required, you'll be savvy with costs and help to leverage our assets, ensuring we produce the magazines in the most cost-effective and efficient way possible.

The Operations Editor will need to lead by example, championing new work practices and norms. You will help the Group Editor ensure the Creative Design Hub also works efficiently and its output visually represents our brand identities.

Responsibilities

- Help the Group Editor to ensure the magazines are delivered to a high standard, on deadline and within an allocated budget.
- Ensure that the production cycle for both magazines (and any associated covermounts, supplements, etc) moves forward as efficiently as possible to completion within set deadlines, liaising with other staff (internal and external) to ensure that work arrives on time and that commissions are fulfilled.
- Control the sub-editing process, ensuring that copy is subbed, rewritten and/or cut where necessary, and fitted to the page, and that published articles are interesting, exciting and punchy, plus written to house style and in an appropriate tone.
- Produce inventive, concise and, where appropriate, humorous headlines, standfirsts and captions.
- Check for libel, other points of law and possible problems with advertisers or readers.
- Understand the audience of each print magazine, and equally how digital audiences may differ.
- Help with content-planning and flatplanning, liaising with other teams and departments where necessary.
- Assist with the production of content for Apple News+, brand sites, house ads, newsletters and social media, as required.
- Reply to readers' letters and emails, and also messages and comments on social media.
- Develop and mentor the Production Assistant.
- Maintain good working relationships with colleagues.
- Ensure the team's skillset and expertise is continually evolving.

A bit about you

Essential:

- Exceptional writing, sub-editing, and proofreading skills with the ability to create informative and engaging copy.
- Highest standard of accuracy and attention to detail.
- Excellent organisational abilities, with experience of managing editorial processes and prioritising workloads.
- Proficiency in Adobe InDesign, Word, Excel, and general Mac skills.

- Strong communication and teamwork skills, with the ability to collaborate effectively across teams and external partners.
- Ability to work in a busy and dynamic team environment. Have flexibility and a professional approach.
- Ability to work to tight deadlines and to remain calm under pressure.
- Proven experience of running a complex magazine production process.
- Willingness to mentor or develop others.

Desirable:

- An interest in cycling and an understanding of the audiences of MBUK and Cycling Plus. Some bicycle technical knowledge would also be preferable.
- Experience of managing staff and/or freelancers.
- Understanding of creating and managing flatplans.
- Experience of publishing on Apple News+ and enthusiasm for growing both brands on the platform.
- Training in media law, particularly in relation to defamation and intellectual property.

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 are 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%
- Season ticket loan
- Hybrid working pattern, flexi start/finish time
- 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
- Social committee, regular in-house learning events
- 4x life assurance

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.

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**

We also have a sustainability strategy that is built on five key pillars: Research, Reduction, Recycling, Responsibility and Reporting. We take pride in our strong partnerships across our complex supply chain to drive emission reductions.

Additionally, our office building, Eagle House, is a zero-waste facility powered by solar and renewable energy.



Apply today to take the next step in your career with Our Media. The closing date for this role is Friday 10th April 2026, however, we may close the role before the deadline, so please apply early to avoid disappointment.