



Information Researcher

Grants UK – Idox Content
Glasgow or Home-based

About the role

Idox Software has an exciting opportunity for two enthusiastic individuals to join the Grants UK content team. Grants UK is a publisher of print and online media for the funding community and produces a number of market-leading funding portals. You will be responsible for researching and writing funding information for a variety of professional web portals, working alongside an experienced team.

You will be based in our Glasgow office with attendance expected at periodic Content Team working days outside of Glasgow. Alternatively, the role could be based from home.

You would be responsible for:

This is a role which might suit someone with an interest in Innovation or Funding information and experience in content management, databases or information management. You'll need strong attention to detail and be able to follow themes and reader interests, research emerging news items and be able to summarise information succinctly for databases and news channels.

Job purpose

- Managing a number of funding datasets and content entries – ensuring that the datasets are continuously updated by tracking and sourcing new funding opportunities.
- Authoring regular news articles for sector-specific information portals.
- Support of clients, via the Research Helpdesk.
- Supporting others in the Content Team to help fulfil Grants UK's mission to be Europe's trusted authority on funding information.

Person Specification

What would make someone successful in this role;

You will be a proactive, self-motivated individual, capable of managing multiple deadlines and activities.

Essential

- An energetic self-starter with an interest in, or experience of, online research and content creation.
- Good standard of education to degree level or equivalent experience.
- Must have excellent written and spoken English skills and be able to learn a new programme quickly and adhere to house style.

- High standards of accuracy and attention to detail; able to take responsibility for the quality of one's own work.
- Comfortable with meeting tight deadlines and prioritising workload.
- Able to evaluate content quality and identify opportunities for fresh content, news pieces and domain-related stories.
- Willing to actively contribute to the work of the wider Content Team in finding new ways of ensuring that our content satisfies the needs of our current audiences as well as reaching new audiences.
- Able to forge strong internal relationships, which are key to the role.

Additional desirable qualities;

Desirable

- We're looking for someone who will enjoy working with content and providing quality funding resources for our customers, who include organisations within the voluntary sector, local government, universities and the private sector.
- The role offers individuals a great opportunity for someone to develop their skills and gain excellent experience. It may suit an early career person with confident writing skills or a returner to work. We offer flexible working arrangements.
- Language skills, particularly German, would be advantageous for one of the posts.

About Idox plc

Idox is a leading supplier of specialist software, services and content to the public sector. Idox is leading the way in the provision of cost-effective, digital solutions that help our clients transform their operations, increase engagement and realise true outcomes in their respective industries and sectors.

The Group employs c.750 staff located in the UK, the USA, Canada, Europe, India and Australia.

More information about Grants UK's funding portals can be found at <https://www.grantfinder.co.uk/> and <https://www.researchconnect.eu/>

Salary

The actual salary for the position is £20,000.

How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words*) explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.



Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>