Content Writer,
UK Grants & Funding Information
IDOX CONTENT
Glasgow or Home Based

About the role

The role of Content Writer is responsible for researching and writing funding information for professional web portals, working alongside a team of experienced web content creators for Idox Content. Writing for a variety of different audiences, your work will be published to a range of professional websites and associated newsletters which focus on funding opportunities across the UK. You can be based in our Glasgow office, or be home-based, with occasional visits to Idox offices and attendance at Content team working days.

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

You would be responsible for:

- Managing a number of funding datasets and content entries – ensuring that the datasets are continuously turned over by tracking and sourcing new opportunities
- Authoring regular news articles for sector-specific information portals
- Finding new ways of ensuring that our content satisfies the needs of our current audiences as well as reaching new audiences
- Support of clients, via the Research Helpdesk
- Supporting Content Manager and Senior Researcher colleagues pro-actively.

To be successful, you'll need to be:

- An energetic self-starter with an interest in, or experience of, web research and content creation
- Educated to degree level or equivalent in a related qualification
- Confident in written, presentational and editorial skills. Also comfortable with meeting tight deadlines and prioritising workload
- Able to forge strong internal and external relationships, which are key to the role
- Confident in own initiative and judgment to make day-to-day decisions
- Able to evaluate content quality and identify opportunities for fresh content, news pieces and domain -related stories
- Willing to play an active part in finding improvements in team performance and contribute to problem solving
- Able to put the requirements of the team and clients first when needed, even when this means operating outside of your comfort zone.

Additional desirable qualities:

We're looking for a flexible person who will enjoy working with content and enriching resources for our customers. May suit early career person with confidence writing skills or returner to work. Home based contract available.

About idox plc

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

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

Idox has many offices across the Country and therefore travel will be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

How to apply

Applicants should submit a CV, and a short cover letter *(maximum 500 words - including salary expectation, and current remuneration)* 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