

# Information Researcher

## Funding and Information Services

### Glasgow or Home Based

---

## About the role

Idox has an exciting opportunity for an enthusiastic individual to join the GRANTfinder content team. As the UK's leading publisher of funding information, we help thousands of charities and voluntary groups every year to find funding for projects which make a real difference to their local communities.

You will be responsible for researching and writing funding information for GRANTfinder and other 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.

## Key responsibilities

This is a role which might suit someone with an interest in the voluntary sector 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 funding news and summarise information succinctly. The role will involve:

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

The role best suits a proactive, self-motivated individual, capable of managing multiple deadlines and activities.

## To be successful, you'll need to be:

- An energetic self-starter with an interest in, or experience of, online research and content creation
- Degree level or equivalent, with confidence in research and strong written English skills
- Able to learn a new programme quickly and adhere to house style
- Show high standards of accuracy and attention to detail; be 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 contribute actively 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:

- We're looking for someone who will enjoy working with databases 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 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.

## About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 600 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

## Our Values



**Dynamism**  
We shape our future



**Responsibility**  
We are accountable for our actions



**Integrity**  
We do the right thing



**Valued**  
We value each other



**Excellence**  
We set the benchmark for quality

# DRIVE

The core values taking us forward

Along with our core values, we are proud to be an equal opportunities employer. We adopt and encourage diversity through an open and inclusive culture that values and respects all our employees, customers and communities in which we live, work and are a part of.

---

## Our Benefits



### Flexible Working

We recognise you have a life outside of work, and we encourage flexible working to enable you to balance your work and family commitments.



### Health & Wellbeing

We recognise you have a life outside of work, and we encourage flexible working to enable you to balance your work and family commitments.



### Family Friendly

We understand how important family is to our employees and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



### Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



### Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



### Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experiences colleagues and you will also have access to online and face to face learning modules including our leadership development programme.



### Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our pension scheme operates on a Salary Exchange Contribution Basis so you receive relief from NI contributions.

You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

## How to apply

Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you 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.

## 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 our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>