

Information Researcher (European Languages)

Fluent written and spoken French essential

Funding and Information Services

Home Based or Glasgow

About the role

Idox has an exciting opportunity for an enthusiastic individual to join the ResearchConnect content team. ResearchConnect supports universities, research institutions and research-intensive companies in identifying and disseminating R&D funding. With a global client base, we support international research collaboration as well as researcher mobility. Whether its supporting research to combat neurodegenerative diseases like dementia or exploring the potential of low carbon alternative energy solutions, ResearchConnect plays a vital role in connecting researchers with the funding they need.

You will be responsible for researching and writing funding information and news for ResearchConnect, working alongside an experienced team. This role is to focus on our European content areas, so language skills are required. You will have internal ownership of our European funding dataset and provide support to our account team who work with our clients in mainland Europe, including top-tier universities.

You will be home-based with attendance expected at occasional Content Team working days in Manchester. Alternatively, the role could be based from our Glasgow office or Home based.

Key responsibilities

This is a role which might suit someone with an interest in innovation or funding, 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 the Content Team to fulfil our mission to be Europe's trusted authority on funding.
- Adhere to Idox Information Security & Management System Policies.

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 read technical funder information and news announcements in your European language and translate the key points to English
- 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 and news pieces
- 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 clients 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 research institutions, 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 500 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



Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive

workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

Our Benefits



Flex to Fit

We recognise that for individuals, the opportunity to work flexibly can enable them to achieve a better work-life balance along with a greater sense of responsibility, ownership and control of their working life. During the pandemic, all our employees successfully transitioned to remote working and we are open to conversations on work patterns to suit our employees needs such as change to working times; part time working; term time working; 9-day fortnight. We are proud to be a flexible employer enabling effective hybrid working for our employees.



Family Friendly

We understand how important family is to our employee 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.



Health & Wellbeing

Our Workplace Wellbeing team provide support and resources on mental health and lifestyle. We also provide 24/7 confidential help via our employee assistance programme.



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 experienced 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 will 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>