

# International Collaborative Network for N-of-1 Trials and Single-Case Designs (ICN)

## ICN Website Officer

ICN is seeking a **Website Officer** on a voluntary basis to manage and maintain the ICN website, ensuring that content is regularly updated, visually engaging, and easy to navigate. This role involves keeping webpages optimised for accessibility, mobile responsiveness, and search engine visibility, as well as ensuring key resources such as blogs, featured articles, and event listings remain current. The Website Officer will work closely with other ICN roles to ensure a seamless online experience for members. This role provides an opportunity to contribute to ICN while gaining valuable experience in website management and digital strategy. As ICN continues to grow, this role may evolve to meet the needs of the network.

### Key Responsibilities

- **Maintain and update the ICN website** – Ensure content remains accurate, pages are optimised for mobile and accessibility, and outdated material is removed or refreshed.
- **Support content management** – Upload and format new blogs, featured articles, and event listings while ensuring consistency in layout and presentation.
- **Implement SEO strategies** – Optimise website content using relevant keywords, meta descriptions, and internal linking to improve discoverability. Monitor website performance using analytics tools and adjust content strategies accordingly.
- **Collaborate across ICN roles** – Work closely with the Communications Officer and Blog Coordinator to align content updates with newsletters and social media. Take direction from the ICN Chairs to align website updates with broader network goals.

### Essential Skills and Experience

- Familiarity with N-of-1 trials and single-case designs
- Experience with website content management systems (e.g., Wix or similar)
- Knowledge of SEO and website accessibility best practices
- Strong attention to detail and ability to ensure consistency across pages

### Volunteer Commitment and Length of Service

This role requires approximately 1-2 hours per week to maintain and update the website. The standard term for this position is 1 year, with the opportunity for renewal based on interest and availability.

### How to Apply

To apply for this volunteer role, please submit:

- ✓ A short personal statement (maximum 500 words) outlining your interest in the role and relevant experience.
- ✓ A CV (maximum 2 pages) highlighting your background and skills.

✉ Send your application to [info@nof1sced.org](mailto:info@nof1sced.org) by Friday 7th March 2025.