

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

ICN Communications Officer

ICN is seeking a **Communications Officer** on a voluntary basis to support engagement with members through newsletters and digital content. This role involves preparing the ICN newsletter and ensuring ICN communications reach the right audience. The Communications Officer will work closely with other ICN roles to align messaging across platforms and improve outreach. This role provides an opportunity to contribute to ICN while gaining valuable experience in research communication, community engagement, and professional development. As ICN continues to grow, this role may evolve to meet the needs of the network.

Key Responsibilities

- **Prepare and distribute the ICN newsletter** – Use Mailchimp to compile and send regular newsletters featuring network updates, blog content, and upcoming events.
- **Manage content scheduling** – Oversee and maintain a content calendar for newsletters and featured articles.
- **Ensure communications reach the right audience** – Monitor Mailchimp analytics, check for unsubscribes, update email lists, and troubleshoot bounced emails.
- **Collaborate across ICN roles** – Work closely with the Blog Coordinator and Website Officer to align content across newsletters and the ICN website. Take direction from the ICN Chairs to align communication efforts with broader network goals.

Essential Skills and Experience

- Familiarity with N-of-1 trials and single-case designs
- Experience using Mailchimp (or willingness to learn)
- Strong written communication skills and attention to detail
- Understanding of digital communications, including mailing lists and audience segmentation

Volunteer Commitment and Length of Service

This role requires approximately 1-2 hours per week to manage ICN communications. 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 by Friday 7th March 2025.