

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

ICN Membership Officer

ICN is seeking a **Membership Officer** on a voluntary basis to help expand and maintain the network's membership database, ensuring that ICN continues to grow and engage with researchers, clinicians, and other professionals interested in N-of-1 trials and single-case designs. This role involves identifying potential new members, tracking membership statistics, and keeping records up to date. The Membership Officer will work closely with other ICN roles to support outreach and engagement efforts. This role provides an opportunity to contribute to ICN while gaining valuable experience in academic networking, database management, and professional development. As ICN continues to grow, this role may evolve to meet the needs of the network.

Key Responsibilities

- Support membership growth – Identify and invite potential new members by searching relevant publications, systematic reviews, and clinical trial registries.
- Maintain membership records – Keep the membership database updated, ensuring accuracy in contact details, affiliations, and engagement status.
- Collaborate across ICN roles – Work closely with the Communications Officer and Engagement Officer to support outreach efforts and ensure seamless membership management. Take direction from the ICN Chairs to align membership strategies with broader network goals.

Essential Skills and Experience

- Familiarity with N-of-1 trials and single-case designs
- Strong organisational and data management skills
- Experience with inputting and summarising data in Excel

Volunteer Commitment and Length of Service

This role requires approximately 1-2 hours per week to manage and grow the ICN membership database. 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.