



Cochrane US Network Coordinator

JOB DETAILS

Job Title:	Cochrane US Network Coordinator
Reports to (title):	Senior Advisor (Centres, Partnerships and Fundraising)
Date:	7 December 2018

PURPOSE OF THE JOB

To support the development of the Cochrane US Network. Working with a US-based Advisory Group and Cochrane's Central Executive, the Cochrane US Network Coordinator will facilitate and support the Network's establishment and development to deliver its strategic and operational objectives.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

1. Facilitate and Support Network creation, strategic planning and management
 - Map Cochrane existing activities and potential Network expertise in the US in systematic review production, training and knowledge translation activities.
 - Work with the Senior Advisor (Centres, Partnerships and Fundraising), Cochrane US West and other Cochrane collaborators in the US, to facilitate and support the process of establishing a Network of Cochrane Associate Centres and Affiliates in the United States.
 - Support the establishment and operations of a Network Advisory Group, to provide strategic direction for the Network.
 - Work with the Network Advisory Group, facilitate and support the development of strategic and operational plans with clear deliverables (short, medium and long term) for the Cochrane US Network.
 - Coordinate priority areas of work across the Network members.
 - Respond to and manage new requests from institutions to become Cochrane US Network members.
2. Support communication among Network members
 - Develop a Cochrane US Network website (**supported by Cochrane's Central Executive Team and the Network members**).
 - Set up and support channels for Network communication (for example: email lists, e-news updates, social media channels).
 - Organize Network virtual and face-to-face meetings.
3. Support Network revenue generation initiatives
 - Support Cochrane US Network members with funding applications relevant to the Network's **plans and objectives**.
 - Support the establishment and development of a Cochrane US Network 501(c)(3) not for profit organization.

- Support the development of a US-based Cochrane Response consultancy **organization, as part of Cochrane Response’s global team, to work with US Network members and Cochrane Review Groups in the production of evidence for US-based commissioners.**
 - **Support Cochrane’s Development Coordinator in identifying US funding opportunities and in developing funding applications.**
4. Support Network external representation, partnerships and profile raising
- Identify and map connections Network members have with key US-based partners and use these existing connections in advancing the goals of the Cochrane US Network.
 - Support the establishment and development of Cochrane US Network partnerships and external relations.
 - Keep a list of US meeting opportunities that Network members participate in, and provide support in preparing presentations (and other materials) to facilitate US Network representation in these meetings.

PERSON SPECIFICATION

Essential

- Be US based.
- Master’s degree in communications; journalism; management; health sciences or a related discipline relevant to this position.
- Experience in working in a networked setting.
- Demonstrable experience in working with various partner organizations.
- Understanding of the US research environment.
- Experience in developing funding applications and engaging with funding agencies.
- Ability to work independently under general direction, willing and able to work in a self-directed way.
- Excellent interpersonal and communication skills, with a natural flair for networking.
- Time management skills and ability to work flexible hours as needed.
- Experience related to all aspects of the planning and organising of meetings, workshops and conferences.
- Experience of working in an international context.
- Willingness to travel nationally and internationally when required.

Preferred

- An understanding of the production of evidence synthesis.
- Knowledge about Cochrane.

KEY INTERFACES

Internal: All Cochrane US Network members.

External: US based partner organisations

DIMENSIONS

Budgetary responsibility: N/A

Number of direct and indirect reports: N/A