

**POSITION DESCRIPTION**

<b>Job Title:</b>	Heart Health Promoter
<b>Team/Group:</b>	Care and Support
<b>Job Reports to:</b>	Care and Support Community Operations Manager
<b>Location:</b>	Auckland
<b>Job Purpose/Objective:</b>	<p>The Care and Support team will support the Heart Health Promoters to achieve the Heart Foundation's Vision and Purpose.</p> <p>To reduce premature cardiovascular death and help people impacted by heart disease by:</p> <ul style="list-style-type: none"> <li>• delivering agreed consumer offerings across the Targeted Prevention model</li> <li>• maintaining and growing their own knowledge and skills</li> </ul>
<b>Operating Unit</b>	Care and Support Team/ Heart Health Promoters
<b>Reporting Structure</b>	There are no direct reports associated with this role.
<b>Key Responsibilities/ Tasks:</b>	<p><b>Community engagement activities to support the timely prevention of heart disease.</b></p> <ul style="list-style-type: none"> <li>• Develop partnerships/collaborations with local community-based organisations, and social service providers with a focus on Māori, Pasifika, South Asian and other charities &amp; not for profit organisations to enable us to engage with priority populations.</li> <li>• Contribute to the strong credibility of the organisation and enhance the awareness of the organisation's activities through local promotion.</li> <li>• Engage with priority populations in a range of settings to provide heart health education and awareness via a range of mediums, i.e., one-to-one conversation, and presentations.</li> <li>• Efficiently set up and manage the Heart Foundation stands at community events, ensuring all materials align with the organisational guidelines and safety standards.</li> <li>• Actively support national and regional events (e.g., festivals, sports events, workplaces) as part of agreed campaigns and initiatives.</li> <li>• Work with the wider Care and Support Team for potential workplace heart health education activities following the agreed processes and</li> </ul>

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	<p>guidelines. Deliver the agreed consumer offering.</p> <ul style="list-style-type: none"> <li>• Ensure timely and accurate completion of all data/information requirements related to both events and consumers in line with the agreed operating guidelines.</li> <li>• Heart Health promoters may be required to drive the Heart Foundation van as part of the community engagement.</li> <li>• Flexibility to work weekends as part of the regular schedule. Weekend work is an integral part of this role.</li> </ul> <p><b>Community Activities to Support Consumers with a Diagnosis, at High Risk and/or Post a Cardiac Event</b></p> <ul style="list-style-type: none"> <li>• Attending cardiac rehabilitation sessions as required, providing relevant resources for consumers.</li> <li>• Promote Heart Foundation resources to consumers through education sessions, support groups, and other local networks.</li> <li>• Support the establishment and ongoing education of local cardiac support groups by providing guidance and delivering educational sessions as needed.</li> </ul> <p><b>Health Sector Engagement</b></p> <ul style="list-style-type: none"> <li>• Support the clinical team at the conferences, educational/ health sector events: <ul style="list-style-type: none"> <li>○ Attend events as required</li> <li>○ Assist with pack in and pack out at conferences.</li> <li>○ Provide support on the stand at conferences.</li> </ul> </li> <li>• Attending relevant local secondary and primary care provider activities.</li> <li>• Engage with cardiac services, primary and community care providers as required, this may include providing resources/educational material.</li> </ul> <p><b>Planning &amp; Teamwork</b></p> <ul style="list-style-type: none"> <li>• Compile an annual activity plan in collaboration with a manager and regional colleagues as required. The plan will support the successful delivery of the agreed activities and campaigns for the coming year.</li> <li>• Contribute to a strong Heart Foundation culture by developing and maintaining positive and collaborative internal working relationships within the Care &amp; Support team and the wider organisation.</li> <li>• Support national fundraising initiatives as agreed with your manager and relevant internal stakeholders, and volunteers.</li> </ul>
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	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Actively participate in the annual performance review process and work towards achieving the agreed performance goals and professional development plans. Update progress regularly.</li> <li>• Develop and maintain professional competence through attendance at educational and training opportunities both internal and external.</li> <li>• Be conversant with relevant Heart Foundation position statements and relevant clinical information/publications.</li> <li>• Understand and utilise all agreed internal guidelines, policies, and training tools.</li> </ul> <p><b>Cardiopulmonary Resuscitation (CPR) Training:</b></p> <ul style="list-style-type: none"> <li>• The Heart Foundation will provide CPR training for all staff and key volunteers to ensure that all representatives of the Heart Foundation are qualified to assist during a cardiac event.</li> </ul>
<p><b>Key Relationships:</b></p>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Care &amp; Support team</li> <li>• Prevention team</li> <li>• Marketing &amp; Communications team</li> <li>• Fundraising &amp; Partnerships team</li> <li>• Shared Services team</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Health Sector - Secondary, Primary &amp; Community Care organisations <ul style="list-style-type: none"> <li>○ Volunteers (fundraising and Care &amp; Support activities)</li> </ul> </li> <li>• Social Service Providers</li> <li>• Community-based organisations (including health, social service and lifestyle)</li> <li>• Other Charities and Not for Profit organisations</li> </ul>
<p><b>Qualification</b> Desirable</p>	<ul style="list-style-type: none"> <li>• A tertiary qualification in health, social science, education, and human services or similar.</li> </ul>
<p><b>Experience</b> Essential</p> <p>Desirable</p>	<ul style="list-style-type: none"> <li>• Demonstrated experience and ability to effectively network and develop partnerships/collaborations with diverse communities and other key stakeholders and leverage opportunities.</li> <li>• Confident speaker and presenter (small and large community groups).</li> <li>• Proven ability to engage with individuals in diverse settings one-on-one.</li> <li>• Experience delivering health promotion activities and messaging across various settings, tailored to individuals from diverse backgrounds and varying levels of health literacy.</li> <li>• Proven ability to set up and manage event stands, both small and large, while actively engaging with participants.</li> </ul>

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<p><b>Skills</b></p> <p>Essential</p>	<ul style="list-style-type: none"> <li>• Strong understanding and commitment to improving the health of all New Zealanders, with a particular focus on priority populations and addressing healthcare inequalities.</li> <li>• Warm, empathetic, and approachable demeanor.</li> <li>• Strong organisational skills with flexibility, capable of working independently and collaboratively within a team.</li> <li>• Ability to be self-directed and initiative-taking for day-to-day work.</li> <li>• Proficient in computer skills, with a clear understanding of the importance of data collection for reporting.</li> <li>• Holder of a current, full, and clean driver’s licence.</li> </ul>
<p>Desirable</p>	<ul style="list-style-type: none"> <li>• Awareness and understanding of cardiovascular disease and heart health and/or long-term conditions.</li> <li>• Experience and understanding of the health sector.</li> <li>• Experience in the not-for-profit or charity sector.</li> </ul>

*The job description above gives a general overview of the role and level of work to be performed by the incumbent. It is not a prescriptive list of all responsibilities and skills required. Reasonable changes to the role may be made if appropriate.*