

Job Title:	Heart Health Promoter
Team/Group:	Care and Support
Job Reports to:	Care and Support Community Operations Manager
Location:	Northland – the territory to cover Northland with a base of Kerikeri or Whangarei
Job Purpose/Objective:	<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"> • delivering agreed consumer offerings across the Targeted Prevention model • maintaining and growing their own knowledge and skills
Operating Unit	Care and Support Team/ Heart Health Promoters
Reporting Structure	There are no direct reports associated with this role.
Key Responsibilities/ Tasks:	<p>Community engagement activities to support the timely prevention of heart disease.</p> <ul style="list-style-type: none"> • Develop partnerships/collaborations with local community-based organisations, and social service providers with a focus on Māori, Pasifika, South Asian and other charities & not for profit organisations to enable us to engage with priority populations. • Contribute to the strong credibility of the organisation and enhance the awareness of the organisation's activities through local promotion. • 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. • Efficiently set up and manage the Heart Foundation stands at community events, ensuring all materials align with the organisational guidelines and safety standards. • Actively support national and regional events (e.g., festivals, sports events, workplaces) as part of agreed campaigns and initiatives. • Work with the wider Care and Support Team for potential workplace heart health education activities following the agreed processes and

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

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

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.