

POSITION DESCRIPTION

Job Title:	Heart Health Promoter
Team/Group:	Care and Support
Job Reports to:	Care and Support Community Operations Manager
Location:	Canterbury & West Coast
Job Purpose/Objective:	The Care and Support team will support the Heart Health Promoters to achieve the Heart Foundation's Vision and Purpose. To reduce premature cardiovascular death and help people impacted by heart disease by: • 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:	Community engagement activities to support the timely prevention of heart disease. • 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

POSITION DESCRIPTION

	guidelines. Deliver the agreed consumer offering. • 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. Community Activities to Support Consumers with a Diagnosis, at High Risk and/or Post a Cardiac Event • 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. Health Sector Engagement • Support the clinical team at the conferences, educational/ health sector events: ○ 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. Planning & Teamwork • 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.
--	---

POSITION DESCRIPTION

	Professional Development - 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. Cardiopulmonary Resuscitation (CPR) Training: - 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:	Internal: - Care & Support team - Prevention team - Marketing & Communications team - Fundraising & Partnerships team - Shared Services team External: - Health Sector - Secondary, Primary & Community Care organisations - 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	A tertiary qualification in health, social science, education, and human services or similar.
Experience Essential	- 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	- 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

POSITION DESCRIPTION

	actively engaging with participants.
Skills Essential	• 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	• 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.