



Volunteer Position Description

Member – Heart Foundation Expert Advisory

Functional Department	Across multiple areas of the Heart Foundation, including Health and Wellbeing and Clinical Evidence.
Reports to:	Heart Foundation Expert Advisory Convener (Heart Foundation Board member)
Heart Foundation Contact:	Louise Mayclair, Executive Officer, Health and Wellbeing
Role location:	Remote - Online
Commitment:	Variable time commitment dependant on need for general input and expert input. An estimate of a few hours every couple of months is a guide. Refer to Terms of Reference for details.
Position type:	Volunteer panel member
Start date:	August 2025
Effective date:	July 2025

Volunteer position purpose

As the Heart Foundation takes on the bold mission to make heart health achievable by everyone by 2050, we are working alongside communities, government, industry, researchers, healthcare professionals, supporters, people with lived experience, and volunteers to harness collective knowledge and experience to make our vision a reality. Creating the Heart Foundation Expert Advisory is a key part of this and gives you an opportunity to influence, shape, advise, and guide us in our ambitious goals.

The Heart Foundation Expert Advisory will be a group of people with subject matter expertise, including lived experience, selected via an application process. Members will be called upon for advice, as needed, by the Heart Foundation Executive or Board, via the Secretariat, over the course of our work when their skill area is sought. Members may also be invited to form steering committees and working groups for specific projects.

Some key areas of involvement include:

- Inform, review, or endorse relevant clinical policies, guidelines, and programs
- Provide strategic guidance and recommendations
- Provide guidance and recommendations on potential strategic health-related partnerships
- Support media communications
- Advise on the potential need for additional consultation or set up of steering groups
- Advise on the potential need to broaden the diversity of representation for specific reviews or of the Heart Foundation Expert Advisory as a whole



A bit about us

The National Heart Foundation of Australia's Vision: Health for Every Heart 2025-2050, involves four goals; 1. advance health equity, 2. create environments and systems that enable healthy behaviours, 3. prevent, detect and manage risk early, and 4. manage heart disease effectively and prevent further events.

The Heart Foundation Expert Advisory is a new structure that is designed to be more dynamic and responsive than a traditional committee structure. This aims to enhance our ability to address complex health issues, provide strategic guidance, and ensure our programs and policies are informed by the latest expert insights.

The Heart Foundation Expert Advisory structure is as follows: Convener (Heart Foundation Board Member/Director), Members, and Secretariat (service provided by Heart Foundation). During the course of their tenure, all members of this advisory will be able to talk to a Heart Foundation staff member.

About You

You have expertise in, or deep knowledge of, or personal experience of cardiovascular health/disease or a related area, for example a related health condition, health policy and systems, or health economics.

Skills, knowledge, and experience

The Heart Foundation is seeking a cross section of members representing diverse expertise related to heart health, including lived experience. Skills sought, but not limited to, include clinical cardiology, cardiac research, primary and allied health, research, policy and advocacy, health economics, First Nations, health service delivery, and patient advocacy.

Members should be able to:

- Actively provide focused contributions and expert advice to enable the points listed under 'Purpose' in this Position Description
- Advocate for the Heart Foundation's activities in the broader community
- Recommend and connect other relevant and appropriate experts, as needed
- Have capacity in their lives to review and respond to requests for input

Expressions of Interest

Interested people are asked to complete an application form that includes a skills matrix to ensure the HFEA has diverse representation.

The variety of expertise and experiences outlined in the skills matrix include prevention, care and support, equity, health policy, health systems, epidemiology, and lived experience.

General requirements

Compliance with Heart Foundation policies, procedures, and systems as required.

Declarations of actual, perceived, or potential conflicts of interest as related to the Heart Foundation and Heart Foundation Expert Advisory.

Further information

Please complete the application for on the Heart Foundation website by visiting (<https://www.heartfoundation.org.au/about-us/expert-advisory-panel>).