



# Volunteer Role Description

## Research Consumer Review Panellist

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|------------------------|--|
| Functional department: | Health, Research and Innovation  |
| Reports to:            | Senior Grants Administrator (Pre-Award), Research Program  |
| Location:              | Virtual – working remotely and attending online meetings   |
| Commitment required:   | April to October 2026 (variety of hours over that time). Full details and a timeline will be provided. |
| Position type:         | Volunteer  |
| Start date:            | Training to commence April 2026  |
| Effective date:        | February 2026  |

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## Volunteer position purpose

*Research Consumer Review Panellists will enjoy the satisfaction of knowing that their time during the process is an essential part of how The Heart Foundation chooses where our Research funding goes which is crucial in our efforts to improve the health of all people in Australia.*

The Heart Foundation has awarded the equivalent of over \$872 million towards heart related research since our inception and we are committed to continuing this important investment. As part of the work we do in the Research team, we understand the importance of including the voices of a diverse range of people from the community in our work to review and consider the proposals that come to us for funding.

The role of a Research Consumer Review Panellist is voluntary. Our staff will provide full training and ongoing support. This role also offers volunteers the opportunity to get to know more about our organisation and the work that we do.

## Who are we looking for?

We welcome expressions of interest from people aged 18 years and over who live in Australia. You should be proficient in English language and have intermediate IT skills. You might be:

- Living with a heart condition (now or in the past)
- Caring for someone with a heart condition (now or in the past)
- Passionate about improving heart health in Australia
- A health professional

## What's involved?

A total of five Grant Review Committees will be formed over the coming months, all requiring Research Consumer Review Panellists. Panel members will help review research funding applications, which includes:

- Online training
- Attending meetings



- Reviewing and scoring funding applications at your own pace
- Possible attendance at Future Leader Fellowship Interviews

## Training

The Research team at the Heart Foundation will deliver training and support to all panellists throughout the process. Training will be held online in March/April, 2026 and will include:

- Program overview
- The review processes
- Information about conflicts of interest, ethics and privacy
- Scoring of proposals
- An overview of research including terminology
- An overview of the online Grant Management Portal used for the reviews (This is our secure online platform for managing applications and reviews).

## The Review Period

Between late May and early September 2026, panellists will be allocated approximately six applications to read and review. Depending on the number of applications received in a given round, this may increase to a maximum of ten applications. As you can appreciate, the final number will only be confirmed once the applications for the program closes.

Some panellists will also be required to attend interviews for the Future Leader Fellowship panel in September 2026.

You will have access to an online platform to review proposals and record comments, views and scores. Your scores will be combined with scores from other reviewers (research professionals) to determine the final score of the application and recommendations of successful applicants.

## Support

The Research team provide ongoing support and guidance, including:

- IT troubleshooting
- Help with understanding terminology
- Guidance on how to score research proposals
- The process of the research funding rounds
- Assistance in working towards key milestones and dates

## Position requirements

We welcome expressions of interest from people from a diverse range of backgrounds, ages, genders, and geographical locations within Australia.

A Research Consumer Review Panellist will:

- Be able to attend online training sessions
- Have access to the internet and a computer (or support to do this)
- Have time to read and consider the documents that need to be reviewed
- Be interested in the work of the Heart Foundation and our research program
- Have medium to strong literacy skills and a willingness to ask for support if needed



## More information & Expressions of Interest

To find out more about this role, please email [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au). For more information about our research programs, please visit our website – [www.heartfoundation.org.au/bundles/research-directory](http://www.heartfoundation.org.au/bundles/research-directory)

If you would like to be considered for this role, please complete this form <https://bttr.im/xd4y7> and we will be in touch.

***Closing date for expressions of interest is Friday 20 March 2026.***

## About the Heart Foundation

The Heart Foundation is Australia's leading heart health charity, committed to helping everyone in Australia lead healthier lifestyles and encouraging those most at risk to take better care of their heart health.

Our staff and volunteers are guided by our shared organisational values: Make a Difference, Stronger Together, Change the Future, Act with Integrity and Build Connections.

If you have any questions, please don't hesitate to contact us. We look forward to hearing from you.