

Volunteer

Position Description



Blood lipid (cholesterol) guideline consumer advisory group

Heart Foundation contact:	Danni Dougherty, Head of Clinical Evidence Victoria Leitch, guidelines@heartfoundation.org.au
Location:	Meet online via Microsoft Teams (6–8 one-hour meetings). In between formal meetings members will be provided with documents to review as needed to meet project deadlines.
Commitment preferred:	October 2026, 12–18-month role. We ask that members join the group with an intent to participate for the full period of the project (12–18 months).
Position type:	Volunteer

Volunteer position purpose

The Heart Foundation has a [25-year vision](#) that heart health will be achievable by everyone in Australia by 2050. This role contributes to our vision by improving the prevention, detection and management of cardiovascular disease risk through better management of high cholesterol.

To ensure the guideline best meets the needs of the people living in Australia, we need the input of people from a diverse range of backgrounds. We encourage those that have a lived experience of high cholesterol, and those from diverse age groups, genders, cultural backgrounds, conditions, and locations from across Australia to apply. The role does not require a background in a health field or understanding of complex clinical or technical concepts or terminology.

Key volunteer duties

The blood lipid guideline consumer advisory group (CAG) will provide advice and support on the guideline by:

- Ensuring a range of consumer perspectives and preferences are integrated into the recommendations, language and implementation plans.
- Reviewing drafts for accessibility and relevance, providing feedback to ensure consumer-centred care is reflected.
- Co-designing consumer-friendly materials to facilitate understanding and application of the guideline.
- Being a representative of the consumer voice via contribution.

Skills, knowledge and experience

- Willingness to share your lived experiences and knowledge of high cholesterol.
- Proficient digital skills with the use of Microsoft Office applications (Word, Teams)
- Good written communication skills with the ability to provide feedback
- Must be comfortable talking in Microsoft Teams meetings via video. The Heart Foundation can provide assistance on the use of required software.

We understand that some of this may sound daunting, but the Heart Foundation team can offer further support by clarifying any clinical or medical concepts in plain language. We want to ensure that all members fully understand the content of discussions and documents.



About the Heart Foundation

For over 60 years, the Heart Foundation has been the trusted peak body working to improve cardiovascular disease prevention, detection and support for all Australians.

Whilst our work has had a major impact on the survival rates of those suffering a heart attack and those living with cardiovascular disease, we will not be satisfied until it is completely eradicated. Cardiovascular disease is one of Australia's leading killers, taking about 120 lives every day. To help us realise our vision of an Australia free of heart disease, we continue to harness the energy and intellect of Australia's best minds, and combine this with the teamwork and passion of our supporters and the generosity of millions of Australians by:

- Funding high-impact research, supporting both emerging and leading heart health researchers
- Advocating to governments and industry for increased funding and resources for heart health
- Building community awareness about living a heart-healthy lifestyle through public health awareness campaigns, accessible information and resources
- Supporting health professionals in their work to prevent, diagnose, treat and manage heart disease

Our values

Trustworthy and accountable – we keep our promises and take responsibility for our actions and their impact.

Ambitious and measured – we set bold goals and pursue them thoughtfully, balancing aspiration with grounded thinking, patience and care.

Informed and aware – we make decisions informed by the best evidence, context and a broad understanding of our environment, supporters and stakeholders.

Collaboration and partnership – we work together, build strong relationships, and achieve more through teamwork and shared purpose.

Curiosity and humility – we are eager to learn, open to new ideas, and value the perspectives and expertise of others

General requirements

Commitment to Workplace Health and Safety and compliance with Heart Foundation policies, procedures and systems.

Please note that any offer to volunteer may be subject to background checks which must be completed prior to commencement. This may include a national criminal history check, working with children check and other background checks relevant to the specific role.

Further information

Please refer to the terms of reference for more information on how the group operates and specific information about intellectual property, confidentiality, and conflicts of interest.