

Position Description

Scope of Work	
Position Title	Health Promoter / Health Educator (Cancer Prevention)
Reports To	Service Delivery Manager – Cancer Prevention
Service Directorate	Member – Cancer Prevention Team Centre – colleague support of other staff at the Centre
Direct Reports	nil
Responsible For	Delivery of Health Promotion – Cancer Prevention programmes of the Cancer Society including • Health Education and Community wellness initiatives • HP programmes including but not limited to - Tobacco control. - Managing lifestyle risk (Nutrition/Activity/Alcohol) - Minimising harm from UV Radiation (Sunsmart) - Screening partnerships (DHB and other agencies) - Ki Ora E Te Iwi. • Participating in National Health Promotion Strategies and programmes.
Internal Relationships with	Health Promotion – Cancer Prevention staff. Other staff and Volunteers of the Division. Other Cancer Society Divisions.
External Relationships with	DHB/PHO/Hauora and other service providers. District Councils and other environmental Agencies National Cancer Agency – Te Aho o Te Kahu. Primary Health services and providers Schools and Youth programmes and communities.
Delegated Authority	Nil Financial Delegations.
KPIs	The following KPIs are the basis of expected performance of this role • The programmes of Health Promotion are delivered to the operating plan, and are active and effective within the Centre and Division. • A strong and positive relationship with other Health Promoter staff and HP Issues groups. • Monthly on time reports to the Service Delivery Manager. • A positive work culture is effected, that is cooperative, supportive of staff and colleagues and staff satisfaction is consistently high.

About the Cancer Society	
Our Mission, To mātou koromakinga	To reduce the incidence and impact of cancer <i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i>
Our Vision, Te Matakite	To be the leading organisation dedicated to reducing the incidence of cancer and ensuring the best cancer care for everyone in Aotearoa New Zealand.
Our Values, Ngā Tikanga	• Integrity - We live what we teach, we do what we say we are going to do, and we are trusted by the community and use every dollar wisely. • Excellence - We strive to be the best at everything we do, we focus on delivering outcomes, we constantly look for ways to improve; we make a difference. • Respect - We care about people; we provide judgement free services to everyone who needs them.
Our Principles, Ngā Matapono	• Equity • An independent and professional voice • Cooperation & collaboration • Evidence-based best practice • Responsiveness and relevance

Key Tasks & Results Areas – Mahi Kawenga	
National Contribution	• Engage with NO and other Health Promoters of the Society to enable the delivery of Health Promotion goals, and our Mission. • Attend any National meetings and events as may be required. • Link with any National initiatives that may be presented to Divisions for supporting services, operations and outcomes. • Maintain the integrity of the Brand of the Cancer Society.
Division Operations	• Attend and participate in Division workshops and meetings. • Participate in setting Division goals, targets and service standards. • Work with the Annual Operations Plan(s) to deliver on divisional KPI's, expectations and services. • Contribute to Divisions (and National) newsletter, website, social media, and other communication and marketing material. • Support Centre Fundraising initiatives including any events or programmes. • Support colleagues within the Health Promotion staff team. • To comply with the policies, practises and standards of the CS.
Equity	• Recognises and supports the CS commitment to equity and addressing issues of inequity with Maori, and with other disadvantaged communities and encourages and supports staff to do the same.

Key Tasks and Result Areas – Mahi Kawenga	
Community Engagement	• To be active and engaged in the community to influence and promote health and wellbeing • To engage the community to be active and proactive in improving their health
Advocacy	• To prepare, present, and deliver such reports/submissions required to influence the health environment for NZ. • To support the organisation to uphold its role as a health leader.
Tobacco Control	• To participate in Smokefree 2025 programmes with other agencies by direct and indirect contact. • To oversee staff engagement with tobacco control agencies to effect the 2025 goal.
Managing lifestyle Risk	• To deliver the programmes to achieve targets and goals in harm reduction from: - Alcohol / Tobacco / Vaping - Nutrition / Obesity / decreased Exercise - Other environmental factors • To encourage staff to participate in community engagements that support and deliver the healthy lifestyle choices messaging.
Sunsmart	• To ensure that numbers of schools engaged in the Sunsmart programme increases year on year. • To access children, teens, and young people to promote a wellbeing future
Screening partnerships	• To engage in collaborative ventures with each DHB, Hauora, PHO or other Agency to achieve NZ screening targets.
Ki Ora E Te Iwi	• To lead the KOETI programme and support staff to deliver in their areas.
Resources	• Access to Cancer Society vehicle for work purposes. • Access to Cancer Society IT systems and remote access for work purposes. • Professional development & training opportunities. • Regular performance reviews.

Person Specifications:	
Qualifications and Experience, Tautōhito Tohu	Qualifications: • Tertiary Qualification relevant to Health Promotion / Health Education / Cancer Prevention. • Knowledge of health promotion frameworks. Experience: • At least 1 years' experience working with Health Promotion / Health Education. • Previous history of working/volunteering in the Not-For-Profit Sector. • Proficient in the use of Microsoft Office and data bases. Other: • A current NZ full driver's license.
Professional Competencies, Mātanga Mōhiotanga	Essential: • Commitment to wellness and community wellbeing. • Co-operative working style. • Ability to multi-task. • Detail-oriented and organized. • Ability to work both independently and as a member of a larger staff team. • Ability to connect with diverse organizations and people. Desired/ Additional: • Te Reo is desirable.
Personal Attributes, Huanga e pa ana	• Excellent communications, written and oral, able to coach and advise District Councils, DHB, Other providers. • Able to relate positively to diverse people and ideas. • Behaviour that reflects the values and position of the Cancer Society. • Good time management and self-motivation, sets goals and priorities and meets timeframes. • Rational and systematic approach to tasks and problem solving. • Participates in Centre and Divisional activities and supports colleagues, offers help and advice, nurtures relationships. • Proactively seeks to develop skills and professional development.

Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel may be required to other Centres or to the Divisional Office or to National / other regions
Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____