

POSITION DESCRIPTION

Position Title:	Volunteer Lung Health Advocate
Status:	As required for the Lung Health Advocacy Project
Reporting Relationships:	Advocacy and Policy Manager
Date:	July 2019 for up to 2 years

PURPOSE OF POSITION DESCRIPTION

The purpose of this position description is to document the work which is encompassed within this role, including key areas of responsibility. This document should be reviewed annually as changes in the advocacy program may result in the need to update the position description.

SECTION 1

MISSION

Lung Foundation Australia's vision is to ensure '**better lung health and reduced impact of lung disease for all in Australia**' by:

- Promoting lung health
- Promoting timely diagnosis of lung disease
- Supporting those with lung disease and their carers
- Promoting equitable access to evidence-based care
- Driving quality research and raising funds for medical and scientific research;
- Influencing public policy, through advocacy across all levels of government.

VALUES

The Lung Foundation operates under the principles and respect for the law and system of government, respect for people, integrity, diligence and efficiency.

ENVIRONMENT

The Lung Foundation's Head Office based in Brisbane includes approximately 20 professional staff, supported by a team of dedicated volunteers. The office in Sydney has a staff of 4 and the office in Melbourne has 2 staff.

ATTRIBUTES

- Managing relationships
- Communication
- Integrity
- Adaptability
- Quality Conscious

SECTION 2

POSITION SUMMARY

The Purpose of the Position:

The volunteer role provides support to Lung Foundation Australia (LFA) by engaging with policy makers (and government) in the local community to increase investment to improve health outcomes for people living with lung cancer and lung disease more broadly.

Directly reporting to the Advocacy and Policy Manager at LFA, the role is part of a team contributing to the delivery of the Lung Health Advocacy Project (the Project).

The role involves Volunteer Lung Health Advocates (Advocates) to undertake training to increase knowledge, skills and confidence in delivering advocacy activities for LFA. Included in the training, Advocates will be shown how to utilise a toolkit of resources to assist in engagement with local Members of Parliament in local communities. The toolkit will be aligned with key policy documents including:

- National Strategic Action Plan for Lung Conditions (the Action Plan)
- Making Lung Cancer A Fair Fight: A Blueprint for Reform (the Blueprint)

It is from these documents that LFA has developed messaging and key 'Asks' to use in advocacy with Government. The focus of Advocate engagement will be on persuading local Members and Senators to change policy for the better by increasing investment in lung cancer programs, support for people living with lung cancer, and research (including screening).

Reporting on outcomes of the engagement with Members of Parliament will be an important part of the Project. LFA reviews the way it operates through a Continuous Quality Improvement Process. The role will contribute to this process and provide feedback on the delivery of the Project.

As a representative of LFA, Advocates will also be expected to adhere to policies and codes of conduct.

Skills, Qualifications and Attributes required

- A person living with a lung condition/cancer OR a carer/family member of a person with a lung condition/cancer OR a health professional involved in identification, diagnosis and management of a people living with lung conditions OR an academic involved in research into lung conditions.
- An understanding of lung cancer and/or lung conditions that directly impact the lives of the people in the Australian community including barriers to access to evidence-based
- Highly developed interpersonal and written communication skills
- An ability to use Microsoft Office software
- A commitment and personal alignment with Lung Foundation Australia Vision, Purpose and Values

Key Responsibilities

Role Area	Responsibilities/behaviours	Performance Outcomes Sought
Policy and Advocacy	<ul style="list-style-type: none"> • Develop the knowledge, confidence and skills to engage effectively with policy makers (and government), through participation in training • Read and understand all aspects of the toolkit provided to increase knowledge of the strategic direction for lung health and lung cancer along with detail around the key 'Asks'. • Read the toolkit provided to increase knowledge of the key policy influencers in local electorates/communities. 	<ul style="list-style-type: none"> • Members of Parliament advocating in Canberra on issues aligned with the key messages and 'Asks' in the Project.
Engagement	<ul style="list-style-type: none"> • Engage with Members of Parliament through face to face structured meetings in local electoral offices. • Engage with Members of Parliament at events such as Parliamentary Friends. • Reporting on engagement with Members of Parliament and Senators 	<ul style="list-style-type: none"> • No. of engagements with Members of Parliament.
Team Membership	<ul style="list-style-type: none"> • Follow Lung Foundation Australia values, policies, procedures and statutory obligations. • Participate in Lung Foundation Australia events and meetings as required. 	<ul style="list-style-type: none"> • Ad hoc advocacy activities.

SECTION 3

REPORTING RELATIONSHIPS

Reports to LFA Advocacy and Policy Manager

SECTION 4

ACCEPTANCE OF POSITION DESCRIPTION

This position description is intended to describe the general nature of the duties performed. It is not intended to be a complete list of all responsibilities, duties and skills required of the position. Other appropriate duties may be assigned that are not listed in the position description.

My signature below indicates that I have reviewed, accepted, and received a copy of this position description.

(Volunteer name)

Date

(Manager)

Date

Version control

Approved by CEO
Review date

July 2019
July 2020