
MHFI Director of Operations: Summary of Work Undertaken in April 2013

Tasks included ...

- Creating MHFI website login accounts for 'Engage' Trainers and Aoife Osbourne.
- Identifying new copyright-free images and finalising the 'Engage' PowerPoints.
- Uploading the final version of the 'Engage' resources to the new secure login area of the website.
- Ensuring the printing and delivery of the 'Engage' Resource Packs.
- Collating minutes of the MHW 2013 all-island Planning Group meeting held in late March.
- Making all practical arrangements for the third all-Ireland MHW Planning Group meeting (25th April).
- Writing a Briefing Paper on MHW 2013 and a paper on 'What Can I Do to Mark this Week?'
- Populating the new MHW 2013 webpage with relevant content.
- Re-designing the online Events Submission Form for MHW 2013.
- Meeting Peter Robinson (8th April) to discuss the production of an image pack for MHW 2013.
- Securing funding from Man Matters to produce MHW 2013 posters.
- Liaising with Carrie Davenport (photographer) in relation to the design of the MHW 2013 poster.
- Attending the photo shoot for the MHW poster (15th April).
- Creating a QR code for the MHW poster.
- Facilitating feedback from the Planning Group on the MHW poster design, and reaching consensus on the final product.
- Supporting the setting-up of a large scale MHW project by Health West Community Pharmacy in Claremorris, Co. Mayo.
- Circulating 'Date for your Diary' information on the MHW event in Dr Steevens' Hospital, Dublin.
- Re-drafting the MHW 2014 funding application to the HSE to include MHFI's input to organising the Dublin conference / playing a role in the next stage of development of the 'Engage' programme.
- Drafting an application form / guidelines for the Dublin event.
- Writing an article on MHW 2013 for the Irish Pharmacy Union newsletter.
- Submitting MHW articles to the 'Urology Review' journal.
- Meeting Scott McLean, Shankill Sure Start (4th April), to discuss options for celebrating MHW 2013.
- Representing MHFI at a meeting of the Belfast Men's Health Group (11th April) to plan a large scale event for MHW 2013 in Belfast City Hall.
- Contacting Cool FM and Downtown Radio to arrange coverage of the MHW event at Belfast City Hall.
- Meeting Pamela Davis (9th April) from NHSCOT to plan a series of men's health events in the greater-Ballyclare area of Co. Antrim.
- Editing a first draft of the 'Challenges and Choices' mini-manual for men.
- Making all practical arrangements for the MHFI Management Committee meeting (held by videolink) on 10th April, and contributing to this gathering.
- Making contact with The Ireland Funds to ascertain options for future funding for MHFI.
- Uploading the MHFI Audited Accounts to the secure login area of the website.
- Manually fixing the 'JComments' fault on all News pages following the upgrade of the MHFI website to Joomla 2.5.
- Arranging the activation of the Internet connection in Carmichael House.
- Representing MHFI at a Man Matters meeting (16th April) to plan the production of new resources / information for separated fathers.
- Meeting with Wesley Sterling from Medical Science and Health Care, QUB (19th April) to explore the possibilities for a men's health input to the training of student nurses and doctors in Northern Ireland.
- Attending a feedback and evaluation morning on the roll-out of the AAA programme in Northern Ireland (25th April).
- Helping the GAA to widely circulate their tender for an evaluation of the 'Healthy Club Project'.
- Representing MHFI at NICVA's Men's Policy Forum (23rd April).
- Researching / producing / disseminating the May 2013 edition of 'E-Male Matters'.
- Submitting regular content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website ...
- Undertaking miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo Email Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...