
MHFI Director of Operations: Summary of Work Undertaken in April 2014

Tasks included ...

- Booking a suitable Belfast venue for the second part of the Engage Training for Trainers in Northern Ireland, and making all practical arrangements with venue staff.
- Updating Engage participants on arrangements for the new venue.
- Loading all Engage resource materials on to memory sticks for trainees.
- Participating in the final two days of the Engage training (9th and 10th April) in Northern Ireland.
- Helping Republic of Ireland Engage Trainers to access the resources in the secure login area of the MHFI website.
- Updating the User Guide for accessing the online Engage resources.
- Collating and disseminating minutes of the all-island Men's Health Week (MHW) 2014 Planning Group meeting held in March.
- Welcoming and inducting new members to the all-island Planning Group.
- Convening and making all practical arrangements for the third meeting of the all-island Planning Group (15th April).
- Finalising the content of the 'Challenges and Choices' mini-manual, proofing the printer's drafts, supplying new images for inclusion, and arranging for the printing and delivery of the manuals.
- Developing a plan for the dissemination of the 'Challenges and Choices' manuals.
- Disseminating MHW 2014 posters and 'postcards' throughout Ireland.
- Following-up Eoin Ryan, from RTE Nationwide, about coverage for MHW 2014.
- Procuring new MHW images (logos, banners, Facebook cover photo etc.), re-sizing / re-formatting these, and uploading them to MHW Images section of the MHFI website.
- Preparing a MHW 2014 'Toolbox for Action' (briefing paper) and a 'What Can I do to Mark this Week?' paper.
- Contributing to a Men's Health West meeting to plan local activity for MHW 2014 (1st April).
- Continuing to support two groups of marketing students from Dublin Institute of Technology to develop a research project exploring young men's attitudes to their own health and MHW.
- Meeting Belfast Community Sports Development Network to finalise their input to MHW 2014 (17th April).
- Arranging for a representative from Headstrong to join the Advisory Group for the Engaging Young Men Project (EYMP), and updating them on progress to date.
- Compiling and distributing minutes of the EYMP Advisory Group meeting held in March.
- Helping Billy Grace to identify participants for a Northern Ireland Focus Group, as part of EYMP.
- Contacting NOSP about the need to re-apply for further EYMP funding.
- Contributing to a Man Matters Partners meeting to look at options for extending the project (11th April).
- Participating in a Man Matters Separated Fathers Steering Group meeting (11th April).
- Training to use the Man Matters health check diagnostic equipment (14th April).
- Providing input to the external evaluator's review of Man Matters (23rd April).
- Compiling minutes of the first MHFI Finance Sub-Group meeting.
- Making all practical arrangements for the second meeting of the MHFI Finance Sub-Group (16th April), and minuting the proceedings.
- Researching options for legal status / operating structures for Belfast Men's Health Group.
- Researching / producing / disseminating the May 2014 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 ...