
MHFI Director of Operations: Summary of Work Undertaken in April 2017

Tasks included ...

- Field-testing drafts of the Men's Health Week (MHW) poster concepts with members of the all-island Planning Group, collating their feedback, and ensuring that suggestions were incorporated into subsequent drafts.
- Designing the concept for and content of the MHW 2017 'postcard'.
- Sending the poster and postcard to print.
- Working with Carrie Davenport to create additional MHW graphics (e.g. banner and badges) in a range of formats and sizes, and uploading these to the MHFI website.
- Creating a new cover image for the updated 'Challenges and Choices' Man Manual.
- Liaising with Haynes to finalise the content, links and images within the Man Manual, and signing-off the publication for printing.
- Beginning to collate orders for MHW resources.
- Writing the briefing papers for MHW 2017 i.e. 'The Toolbox for Action' and 'What can I do to mark this week?'
- Researching options and receiving quotes for producing MHW promotional giveaways. Placing an order with Easy Pens.
- Creating a new MHW 2017 web page, and populating it with relevant content and resources.
- Updating the online MHW Event Submission Form.
- Re-instating all MHW banners and graphics on the MHFI website.
- Contacting Sangers AAH (Pharmaceutical Supply Company) to request their support with delivering MHW promotional materials to all chemist shops in Northern Ireland.
- Writing to Matt LeBlanc to request his support for MHW.
- Contacting the office of Minister Marcella Corcoran Kennedy to request her involvement in a photo-call to launch MHW.
- Researching possible interviewees for hard-to-reach sub-populations within the Middle-Aged Men and Mental Health study.
- Making all practical arrangements for a meeting of the Healthy Ireland - Men Advisory Group, contributing to the discussions, and taking minutes of proceedings (6th April).
- Participating in a meeting to explore options for the next phase of development within 'Engage' (6th April).
- Updating the record of Engage Unit 6 Workshops that have been delivered.
- Arranging payment for the TSO web hosting service.
- Meeting Maria Lohan (4th April) to discuss her membership of the MHFI Management Committee.
- Contributing to a meeting of the Dads Direct Coordinating Group (5th April).
- Providing feedback on behalf of MHFI to the 'Sheds for Life' strategic plan.
- Submitting a report to the HSE Health Promotion and Improvement Department on MHFI's work during Quarter 1 in relation to the objectives of the Healthy Ireland - Men Action Plan.
- Participating in a meeting of the Cancer Caregivers Website Planning Group (11th April) and, subsequently, critically reviewing the first draft of resource materials produced.
- Researching / producing / disseminating the April 2017 edition of the 'E-Male Matters' newsletter.
- 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 ongoing 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 ...