
MHFI Director of Operations: Summary of Work Undertaken in August 2012

Tasks included ...

- Writing a section for the Young Men and Suicide Project (YMSP) final report - giving the context of the project, an overview of the core elements, key achievements, and a computation of the input of volunteers.
- Proofing, editing and formatting the YouthAction NI report on their involvement with the Young Men's Advisory / Reference Group as part of the YMSP.
- Helping Colin Neighbourhood Partnership (CNP) to develop practical project ideas for their Young Men's Advisory Group - as a follow-up to the YouthAction programme.
- Preparing a Service Contract for CNP in relation to funding for their follow-on project.
- Researching / ordering resource materials on working with men for the CNP mini-library.
- Collating and circulating minutes of the last YMSP Advisory Group meeting.
- Making all practical and administrative arrangements for the next meeting of the YMSP Advisory Group in September 2012.
- Preparing a report on the feedback received from field-testing of the Irish 'Work Out' website with two groups of young men (held at the end of July 2102).
- Helping staff from the Eircom 'Health Net' initiative to identify key contacts in local cancer charities for their men's health programme.
- Participating in a planning meeting with the Southern Health and Social Care Trust Men's Health Network to plan a workshop titled: 'Men's Health - The Engagement Jigsaw' (Thursday 23rd August 2012).
- Preparing a programme / materials for delivery of 'The Engagement Jigsaw' workshop, and designing an evaluation form for it.
- Finalising details of media coverage and other publicity for Men's Health Week 2012.
- Updating the MHW media mailing database in preparation for MHW 2013.
- Negotiating with Joe Armstrong about the nature and extent of his acknowledgement on the videos for the Men's Health Train the Trainer programme.
- Promoting MHFI's involvement in the 'See Change Partnership' on the Forum's website, Facebook page, Twitter page and newsletter.
- Supporting recruitment to Mental Health Ireland's training workshop on working with men.
- Helping Downpatrick Sure Start to formulate a strategy for engaging men in their programmes.
- Submitting MHFI updates / news to the 'Urology Review' magazine.
- Representing MHFI at a meeting of the Belfast Men's Health Community of Interest Group (BMHCIG) on Tuesday 14th August 2012.
- Arranging a venue / facilitator / Man Matters funding for a BMHCIG Planning Morning.
- Meeting with the Youth Justice Agency (North Belfast) to discuss possibilities / models for establishing social support networks for young men (Thursday 16th August 2012).
- Updating MHFI's main electronic mailing database.
- Designing Facebook 'Cover Images' for each of the MHFI online pages.
- Fixing broken MHFI website links.
- Researching / producing / disseminating the September 2012 edition of 'E-Male Matters'.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new research 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 E-Mail Group; actioning issues raised by the MHFI Board of Trustees; expanding, updating and rationalising all of MHFI's electronic mailing lists ...