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

Tasks included ...

- Making all practical arrangements for the next MHFI Management Committee meeting and Forward Planning Day in Dundalk (in September).
- Drafting a discussion paper for the MHFI Chairperson on possible themes / issues to explore in the Forward Planning Day.
- Negotiating the parameters of MHFI's involvement in the HPV Vaccination Alliance, liaising with the Irish Cancer Society's Communications Team, and promoting the key national messages via social media.
- Writing and circulating the minutes of the last Middle-Aged Men and Mental Health Project Advisory Group meeting and re-arranging the next gathering.
- Assisting with the Irish Research Council submission for funding in relation to the Middle-Aged Men and Mental Health Project including completing sections of forms, proofing drafts, working with other partners etc.
- Coordinating the collation of MHFI's financial returns and activity outputs during 2016 for the National Office for Suicide Prevention audit team.
- Arranging an additional meeting of the Engage Development Team to discuss the next training programme for a new cohort of facilitators.
- Submitting a progress report on behalf of MHFI to HSE Health Promotion and Improvement in relation to work undertaken in Quarter 2 of 2017.
- Making the practical arrangements for the next Healthy Ireland - Men Advisory Group meeting in September.
- Working with the Belfast Men's Health Group to develop a 'Know Your Numbers' information sheet for their outreach health checks programme for men.
- Meeting with Geraldine Kerr and Caroline Hughes from Action Cancer (Thursday 10th August) to discuss ways to increase the reach of their 'Action Man' programme and their support for Men's Health Week next year.
- Providing feedback on two sets of draft logos for the new Cancer Caregivers website.
- Meeting with the Omagh Neighbourhood Renewal Group to discuss ideas and models for improving the health of men in their catchment area (Monday 14th August).
- Representing MHFI at the first meeting of the Steering Group for the 'KEY 16' initiative which will train and support a team of community-based peer mentors aged 50+ to deliver physical activity and health programmes to older people in greater-Belfast (Thursday 24th August).
- Coordinating the collation of MHFI feedback on the proposal to apply for a grant to the Irish Human Rights and Equality Commission.
- Uploading audited accounts information to the secure login area of the MHFI website.
- Collating statistics for the Men's Health Week 2017 activity report.
- Reviewing and commenting on the revised 'Game of Stones' collaboration agreement.
- Researching / producing / disseminating the August 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 ...