
MHFI Director of Operations: Summary of Work Undertaken in December 2015

Tasks included ...

- Preparing and submitting a funding application to the Movember 'Social Innovators Challenge' awards in partnership with Belfast Community Sports Development Network (BSCDN) - to develop and pilot an initiative in Northern Ireland similar to 'Men on the Move' in the Republic of Ireland.
- Collaborating with other organisations on submissions to the Movember 'Social Innovators Challenge' awards.
- Continuing to promote the availability of the 'Connecting with Young Men' workshops, and to recruit host organisations / individual participants.
- Coordinating the practicalities of the nationwide roll-out of the 'Connecting with Young Men' workshops.
- Maintaining communication with the 'Connecting with Young Men' workshop facilitators.
- Updating and adding to the 'Connecting with Young Men' facilitators' resources.
- Participating in a one-day brainstorming workshop, organised by Cruse Bereavement Care, to develop a support booklet for men who have recently been bereaved (Wednesday 9th December).
- Re-configuring the HostGator mail server settings for the MHFI web domain.
- Working in partnership with other organisations to highlight and mark World Aids Day 2015.
- Contributing to a meeting of the Southern Area Men's Health Group to plan their annual conference for 2016 (Thursday 3rd December).
- Contacting the Public Health Agency to follow-up MHFI's request for financial support for Men's Health Week (MHW) 2016 activity in Northern Ireland.
- Following-up all actions from MHFI's MHW 2016 Sub-Group teleconference held in November.
- Resolving a difficulty with the Finance Department in the Institute of Technology Carlow about a payment to MHFI.
- Contributing to teleconferences / email discussions arranged by the Belfast Men's Health Group to plan their seminar series for 2016.
- Helping the Irish Cancer Society to engage respondents for their survey which sought to inform the development of a Skin Cancer Prevention Action Plan for Ireland.
- Beginning to research options for the operating platform, structure, format, content, features and overall style of a new MHFI website.
- Sending 'Season's Greetings' - on behalf of MHFI - to everyone on the Forum's mailing list.
- Researching / producing / disseminating the December 2015 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 ...