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

Tasks included ...

- Finalising the selection of applicants for the Engage Training for Trainers programme.
- Writing a briefing pack for all participants on the Engage Training.
- Updating the Engage Training Team on progress.
- Acquiring a re-print of the Engage Resource Packs and Memory Sticks.
- Liaising with the Corrymeela Centre about the practicalities for the Engage residential in March.
- Developing a Service Level Agreement between MHFI and the National Centre for Men's Health in relation to the Engaging Young Men Project (EYMP) research tender.
- Continuing to follow-up Madeleine Heaney (PHA) to secure Northern Irish buy-in to EYMP.
- Collating and circulating minutes of the first meeting of the all-island Men's Health Week (MHW) Planning Group for 2014.
- Meeting with two groups of students from Dublin Institute of Technology to develop a research project into young men's attitudes to health and MHW (Tuesday 18th February).
- Writing a briefing paper on MHW for inclusion in conference packs at the Southern Area Men's Health Group event on Friday 7th March.
- Securing Man Matters financial support for MHW 2014 events and activities in Northern Ireland.
- Developing a job specification, briefing and liaising with the professional photographer / designer working on the MHW poster for 2014. Also supported the photo shoot on Friday 21st February.
- Creating a QR code for inclusion on the MHW 2014 posters.
- Researching, writing and submitting a funding application to the HSE for MHW 2015.
- Representing MHFI at a Man Matters Partnership meeting (Thursday 13th February).
- Contributing to a Follow-up meeting of the Man Matters Separated Fathers Steering Group (Thursday 13th February).
- Promoting and recruiting for the Man Matters 'All Right Lads?' final conference.
- Taking part in a pre-conference visit to Crumlin Road Gaol (Wednesday 26th February).
- Helping to run the 'All Right Lads?' conference in Crumlin Road Gaol on Thursday 27th February, and representing MHFI in the Panel Discussion session.
- Submitting an MHFI Expenses Claim to Man Matters.
- Convening and making all practical arrangements for the first meeting of the MHFI Finance Sub-Group (Tuesday 18th February).
- Arranging an MHFI Management Committee brainstorming meeting on funding options.
- Coordinating MHFI's financial contribution to the HPV Action Campaign.
- Developing a Complaints Policy document for MHFI.
- Writing a thank you letter to the Hospital Saturday Fund for their grant to MHFI's work.
- Arranging a meeting between men's work representatives and the Gender Equality Unit in OFMDFM to discuss key actions for the Gender Equality Strategy.
- Meeting staff from the new Cancer Research UK initiative in Northern Ireland (Wednesday 26th February).
- Researching / producing / disseminating the March 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 ...