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

Tasks included ...

- Promoting and advertising the Engage Training for Trainers programme in Northern Ireland.
- Coordinating the recruitment and selection process for the Engage Training - including a Selection Panel meeting (9th January).
- Writing to all applicants for the Engage training, and fielding requests for feedback from unsuccessful applicants.
- Ordering a re-print of the Engage Resource Packs and Memory Sticks, and liaising with the print companies.
- Submitting information on the Engage programme to the Man Matters 'All Right Boys?' conference.
- Creating a Men's Health Week (MHW) 2014 section / menu option on the MHFI website.
- Changing the profile image on the MHW 2014 Facebook page.
- Re-designing the 'Submit Your MHW Event' form on the website.
- Meeting with Belfast Men's Health Group to plan a roundtable discussion for high-ranking Belfast Health and Social Care Trust and Public Health Agency officials as part of their MHW celebrations for 2014 (17th and 21st January).
- Reinstating the MHW banner on the MHFI website.
- Meeting Denise McCarthy from the Union of Students in Ireland (16th January) to discuss ways to involve the student body in MHW 2014.
- Convening and making all practical arrangements for the first meeting of the all-island MHW Planning Group for 2014 (29th January).
- Drafting a submission to the HSE Communications Directorate detailing the aims and objectives of MHW 2014.
- Making all practical arrangements for the first meeting of the Engaging Young Men Project (EYMP) Advisory Group (16th January).
- Drafting Terms of Reference and a Project Overview Paper for the EYMP Advisory Group.
- Taking minutes of the EYMP Advisory Group meeting and following-up all actions proposed.
- Devising an Invitation to Tender document for research related to EYMP.
- Promoting the launch of the Man Matters Separated Fathers Policy Briefing Paper and Fathers' Guide to Separation.
- Attending a planning meeting (17th January) for the launch of the Separated Fathers research.
- Participating in the official launch of the Separated Fathers materials in Stormont (23rd January).
- Contributing to the selection process for the Man Matters 'Images of Men' Resource Pack (21st January).
- Arranging a meeting of the MHFI Management Committee (16th January).
- Writing and submitting an MHFI funding application to the Hospital Saturday Fund.
- Making arrangements for the first meeting of the MHFI Finance Sub-Group.
- Finalising the letter to Minister Reilly calling for an extension to the National Men's Health Policy in the Republic of Ireland.
- Representing MHFI at a HSE meeting in Dublin - for organisations funded under Section 39 (28th January).
- Fixing broken hyperlinks on the MHFI website.
- Advising ARK on the content of the 'Men in Northern Ireland' (MiNI) factsheet on older men.
- Arranging a meeting between men's work representatives and the Equality Commission for Northern Ireland - in order to inform the development of their Gender Priorities Paper (27th January).
- Contributing to a meeting of the Southern Area Men's Health Group (30th January).
- Researching / producing / disseminating the February 2013 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 ...