
MHFI Director of Operations: Summary of Work Undertaken in January 2016

Tasks included ...

- Making all practical arrangements for and contributing to the MHFI AGM and Management Committee meeting - including presenting an overview report on work undertaken during 2016 (21st January).
- Updating the MHFI Management Committee Contact List.
- Contributing to an MHFI Sub-Group brainstorming session on possible initiatives to support the mental health and wellbeing of middle-aged men (21st January).
- Developing and submitting a funding application to the HSE to: (i) support Men's Health Week 2017 and (ii) enable MHFI to take over Paula Carroll's role in the governance / implementation of the National Men's Health Policy.
- Writing and submitting an application to the National Office for Suicide Prevention (NOSP) for funding to underwrite a mental health dimension to Men's Health Week (MHW) 2016.
- Researching and drafting a substantive funding application to NOSP for support to develop a mental health and wellbeing programme for middle-aged men.
- Creating new web pages / website menus / intranet links for 2016 information.
- Collating ideas from MHFI Management Committee members on the suggested format, content, features and style of the new MHFI website.
- Issuing invitations / making all practical arrangements for the first meeting of the all-island MHW Planning Group (18th January). Also, minuted this meeting and followed-up all actions proposed.
- Drafting a 'Value Base' for MHW 2016 - based upon previous discussions.
- Negotiating with Haynes about the possibility of revising and re-printing the 'Challenges and Choices' Man Manual for Ireland for MHW 2016.
- Liaising with the Irish Pharmacy Union and Haynes to negotiate a large run of MHW Man Manuals for pharmacies in the Republic of Ireland.
- Sending letters to Martin O'Neill (FAI) and Michael O'Neill (IFA) to ask for their support for MHW.
- Contributing to a meeting of the South Eastern Men's Health Group to plan activities for MHW 2016 (7th January).
- Securing input and support from the BMA NI for MHW 2016.
- Meeting State of Mind Ireland to enlist their input to the MHW Planning Group (15th January).
- Fielding enquiries about the 'Connecting with Young Men' workshops.
- Researching, collating and submitting a bi-annual progress report to NOSP on the Engaging Young Men Project.
- Writing to all Northern Irish MPs to invite them to sign Early Day Motion 464 in Westminster which calls for a Gender-Neutral HPV vaccination programme.
- Representing MHFI at a meeting with Jennifer McCann and Emma Pengelly (Junior Ministers OFMDFM) to discuss men's needs in relation to the Gender Equality Strategy (18th January).
- Contributing to a Dads Direct meeting to develop an online survey focusing upon how to meet the needs of fathers / male carers (15th January).
- Meeting White Diamond Events to discuss a Mental Health Summit for the Republic of Ireland to be held in Autumn 2016 (21st January).
- Contributing to the Southern Area Men's Health Group's planning process for their Spring seminar; drafting a letter to the keynote speaker; editing / formatting publicity materials; and recruiting participants.
- Creating a new MHFI website secure login account for Shane O'Donnell.
- Proofing and commenting on the draft promotional materials for the Public Health Agency's AAA Screening Programme in Northern Ireland.
- 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 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 ...