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## **MHFI Director of Operations: Summary of Work Undertaken in July 2013**

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Tasks included ...

- Adding late submissions to the MHW 2013 'Events Taking Place in Ireland' publication.
- Changing all the information on the MHW 2013 web portal into past tense language, and removing / downgrading images which were only relevant to this year.
- Researching a mechanism to re-name the MHW Facebook page, and making the amendments.
- Arranging payment for Peter Robinson (who designed the MHW image pack) from Man Matters.
- Beginning to collate the report on MHW 2013.
- Following-up additional information requests from the HSE in relation to the funding application for MHW 2014.
- Helping to recruit for the second intake of the 'Engage' Training for Trainers programme by organising a dedicated mail-out to the MHFI database, and posting information on the MHFI website / social media pages and other community sector websites.
- Drafting and submitting a brief request to the National Office for Suicide Prevention (NOSP) for funding to meet Recommendation 10 in the Young Men and Suicide Project Report.
- Meeting Noel Richardson in Kilkenny to discuss the content of a formal funding application to NOSP to follow-up Recommendation 10 (Thursday 25<sup>th</sup> July).
- Holding a Skype video-conference with Mark Fitzpatrick to discuss the budget for the NOSP application (Wednesday 31<sup>st</sup> July).
- Drafting a Stage 1 application form for NOSP, and soliciting / incorporating feedback from the MHFI Management Committee.
- Creating a treasurer@mhfi.org email account for the application to NOSP.
- Meeting with Diarmuid Moore (Wednesday 3<sup>rd</sup> July) to discuss Man Matters funding options for running the 'Engage' Training for Trainers programme in Northern Ireland.
- Representing MHFI at a Man Matters Partnership Meeting (Thursday 4<sup>th</sup> July) and contributing to a session with the Big Lottery's external evaluators.
- Promoting / recruiting for a Man Matters online survey on service providers' experience of working with fathers in Northern Ireland.
- Assisting Man Matters with the preparation of a 'Top Tips' paper on how to run a men's health event / activity.
- Meeting Gary Smyth from Man Matters (Tuesday 16<sup>th</sup> July) to discuss options for raising questions about men's health in the Northern Ireland Assembly.
- Contributing to a meeting of the Man Matters Sub-Group looking at the needs of separated fathers (Thursday 18<sup>th</sup> July), and proofing drafts of the new 'Guide for Separated Fathers'.
- Preparing and submitting an MHFI claim form to Man Matters.
- Participating in a meeting between women's work and men's work organisations in Northern Ireland to identify areas of common concern (Monday 22<sup>nd</sup> July).
- Setting-up a Doodle Poll to ascertain a suitable date for the next MHFI Management Committee meeting.
- Meeting Gillian Prue (Thursday 4<sup>th</sup> July) to brief her on MHFI's work, the functioning of the Management Committee, and the demands made of Committee members. Also, set-up a login account for her to access MHFI's secure intranet area.
- Creating a CAPTCHA for the online registration process for receiving 'E-Male Matters'.
- Converting legacy copies of 'E-Male Matters' into PDFs for online downloading.
- Designing and creating new Facebook cover images for the MHW and MHFI pages.
- Meeting staff from PIPS Suicide Prevention charity (Tuesday 9<sup>th</sup> July) to discuss options for setting-up a men's programme within their organisation.
- 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 ...