
MHFI Director of Operations: Summary of Work Undertaken in June 2012

Tasks included ...

- Collating details of MHW 2012 events, and making these available on the MHFI website.
- Coordinating requests for MHW posters, and distributing hard copies to a range of organisations and workplaces throughout Northern Ireland.
- Negotiating MHW poster dissemination with large organisations such as the ICTU and H&J Martin Ltd Building Contractors.
- Sending electronic copies of the MHW 2012 poster to all TDs and MLAs.
- Advising organisations on ideas for MHW projects.
- Signposting groups and individuals to MHW events and activities.
- Writing bespoke MHW 2012 feature articles for TheJournal.ie and Irish Medical News.
- Writing articles for newsletters and websites e.g. Health Bytes, NICVA eNews, Community NI website, IRFU website, FAI Facebook Page ...
- Collating a Briefing Paper for the media on MHW 2012.
- Sending two Press Releases to all media outlets: one reminding them about when MHW would happen (sent at start of June) and the other a Press Release on behalf of MHFI (start of MHW).
- Identifying Irish language media, and forwarding a copy of the MHW Press Release - which was translated into Irish - to them.
- Submitting details about MHW to TV stations via their websites.
- Sending MHW 'Letters to the Editor' to all national daily newspapers.
- Coordinating requests for media interviews during MHW, and conducting some of these personally.
- Organising MHW 'shout outs' on a range of the larger radio stations across Ireland.
- Maintaining records of MHW 2012 media coverage, publicity, and reach.
- Facilitating a workshop at the Man Alive MHW conference in Armagh (12th June).
- Helping to host the Men's Health Day in Belfast City Hall (13th June) organised by the Belfast Men's Health Community of Interest Group.
- Recruiting participants for the MHW 'Working with Young Men' workshop on Friday 15th June 2012.
- Making all practical and administrative arrangements for the Young Men and Suicide Project (YMSP) Advisory Group meeting (20th June), and contributing to this forum.
- Participating in a teleconference to discuss the evaluation of the Mind Yourself programme (22nd June). Prepared minutes of this meeting.
- Following-up invoices from external organisations in relation to the YMSP.
- Recruiting for the MHW 'Website Design for Men's Work' training course offered by Man Matters.
- Reviewing the second draft of the Man Matters Policy Briefing Paper on Fathers.
- Short-listing candidates for the new Man Matters Policy / Information Worker post (6th June).
- Interviewing for the new Man Matters Policy / Information Worker post (18th June).
- Meeting Michael McGoldrick (CEO of First Steps Women's Centre) to discuss the setting-up of a men's group in their centre (7th June).
- Giving a presentation to Harryville Partnership, Ballymena, on men's health needs, and advising them on how to set-up a men's health initiative (7th June).
- Meeting Siobhan Doherty (Aware NI) to discuss their plans to target support to men suffering from depression (19th June).
- Arranging and participating in a meeting in Dublin with Aiveen Marron (GSK) to discuss potential funding for MHFI projects (20th June).
- Participating in a teleconference with Eircom (22nd June) to discuss the next stage of development in their Health Net initiative. Prepared and submitted an invoice for MHFI's input to date.
- Setting-up / contributing to a meeting with John McAllister MLA (member of the NI Assembly Health Committee) to discuss the need for a men's health policy / strategy for Northern Ireland (19th June).
- Submitting daily content to the MHFI Facebook and Twitter pages throughout June.
- Updating the MHFI website News pages; adding links to the Resources pages; making new research 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 E-Mail Group; actioning issues raised by the MHFI Board of Trustees; expanding, updating and rationalising MHFI's electronic mailing lists ...