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

Tasks included ...

- Researching, collating, editing and publishing (online) a list of Men's Health Week (MHW) events and activities taking place throughout Ireland.
- Distributing hard copies of MHW posters and postcards.
- Coordinating the dissemination of the 'Challenges and Choices' mini-manuals.
- Writing and issuing a final MHW Press Release to all media outlets in Ireland.
- Promoting MHW 2014 in community newsletters and e-zines.
- Helping the Irish Times to produce men's health infographics for their MHW 2014 special.
- Fielding calls from media outlets, and arranging / giving interviews on MHW 2014.
- Writing and issuing a MHW press release on the Men and Obesity Study conducted by the University of Aberdeen - highlighting MHFI's contribution to it (12th June).
- Maintaining contact with / updating Fidelma Browne (Head of Public Communications within the HSE) about MHW 2014 press releases.
- Tracking and recording media coverage of MHW 2014.
- Signposting organisations and individuals to men's health resources / research / support etc.
- Adapting / re-formatting MHW images to suit the specific needs of external organisations (e.g. Big Screen outside Belfast City Hall, Information Screens in Irish Cancer Society's office, electronic notice boards in Carmichael House etc.).
- Arranging and co-facilitating men's health check training with staff and volunteers from Belfast Community Sports Development Network (5th June).
- Participating in the Belfast Men's Health Group MHW event in Belfast City Hall (11th June).
- Contributing to a Men's Health West meeting to plan local activity for MHW 2014 (2nd June), and conducting MOT Health Checks at their event in the Guild Hall, Derry (14th June).
- Following-up the two research projects being undertaken by marketing students within DIT on young men's attitudes to their own health and their understanding of MHW.
- Sending thank you messages to members of the all-island MHW 2014 Planning Group and other contributors to the week.
- Liaising with Engage Trainers in Northern Ireland to support the roll-out of the programme and their participation in the evaluation process.
- Ensuring that all outstanding invoices from MHFI were submitted to Man Matters following the wind-up of the WEA.
- Submitting MHFI claims to the company responsible for liquidating WEA, and acting as the MHFI point of contact.
- Meeting with Diarmuid Moore and the Man Matters partners to discuss the wind-up of WEA (12th June).
- Representing MHFI at a meeting with the Big Lottery Fund to discuss the future of Man Matters (18th June).
- Finalising and submitting MHFI's response to the NOSP consultation on a new National Framework for Suicide Prevention in Ireland.
- Representing MHFI at an EMHF meeting to plan a Primary Care Roundtable for Northern Ireland (6th June).
- Following-up Carmichael House about inaccurate invoices that had been sent.
- Researching / producing / disseminating the June 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 ...