
MHFI Director of Operations: Summary of Work Undertaken in June 2015

Tasks included ...

- Liaising with Health Minister Leo Varadkar's office about the photo-call to launch Men's Health Week (MHW) 2015; attending this session (10th June); editing and formatting the photos taken; circulating these images to the media / making them available online.
- Negotiating a supportive quote for MHW 2015 from Minister Varadkar.
- Writing to Minister Varadkar's office to request a follow-up meeting to discuss men's health in Ireland generally and Men's Health Week specifically.
- Sending three MHW 2015 mailings to all media outlets in Ireland: 'Date for your Diary' (4th June); full press release (11th June); reminder about week (14th June). There were three versions of the press release - Republic of Ireland, Northern Ireland and Irish medium outlets.
- Writing MHW 2015 feature articles for newspapers and magazines.
- Submitting 'Letters to the Editor' about MHW 2015, and requesting MHW 'shout outs' on a broad range of radio stations.
- Coordinating requests from media outlets for MHW quotes, interviews, local events to feature etc.
- Contributing to a men's health briefing for Minister Simon Hamilton (DHSSPS) for his speech at the 'Together for You' event during MHW.
- Coordinating the dissemination of hard copies of the MHW posters, postcards and 'Challenges and Choices' Man Manuals throughout Ireland.
- Updating the MHW 2015 webpage.
- Encouraging MHW Planning Group partners to attach MHW graphics to all outgoing correspondence (both electronic and hard copy), and to display MHW posters in their premises.
- Collating and regularly updating a list of events / activities taking place during MHW, and making this information available as an online PDF file.
- Responding to ad hoc queries from voluntary and community groups looking for signposting to information, funding, support, partners, speakers, ideas for MHW ...
- Monitoring 'Goggle Alerts' to track MHW 2015 activity in Ireland.
- Conducting online searches to ascertain the nature of MHW coverage in the media / on the Internet.
- Sending thank you messages to all MHW 2015 Planning Group members and supporters of the week.
- Making all practical arrangements for the Engaging Young Men Project (EYMP) Advisory Group (3rd June), minuting the meeting, and attending to all follow-up actions.
- Contributing to an EYMP Unit 6 meeting in Carlow (8th June) and a teleconference (22nd June).
- Drafting the Unit 6 programme and materials for the Train the Trainer residential in Teach Bhride.
- Liaising and making all practical arrangements with Teach Bhride and EYMP Unit 6 participants.
- Extracting still images from the EYMP Vox Pop videos.
- Contacting 'Slick Fish' to discuss the design / printing of the Unit 6 materials.
- Making all practical arrangements for the MHFI Management Committee meeting (3rd June).
- Preparing an MHFI response letter to Mojo re. their partnership request.
- Meeting with Noel Hitchcock from 'Look Good, Feel Better' to discuss the desk sharing arrangement in Carmichael House (3rd June).
- Drafting a Memorandum of Understanding between Look Good, Feel Better, Men's Development Network and MHFI in relation to the desk share partnership in Carmichael House.
- Removing the MHFI computer from Carmichael House, and meeting the Look Good, Feel Better staff team (30th June).
- Representing MHFI at the HPV Action Roundtable event in Stormont (17th June).
- Contributing to a Belfast Men's Health Group meeting (30th June).
- Proofing the content of the second draft of the Dads Direct briefing paper on 'The Importance of Fathers to Children's Outcomes'.
- Researching / producing / disseminating the June 2015 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 ...