
MHFI Director of Operations: Summary of Work Undertaken in March 2013

Tasks included ...

- Contributing to the final proofing of the format and content of the 'Engage' Resource Pack.
- Liaising with 'Slick Fish' to sign-off the 'Engage' Resource Pack and send it to print.
- Re-drafting the eleven 'Engage' Quote Posters.
- Re-designing / formatting all of the 'Engage' Trainers' PowerPoint presentations.
- Arranging for delivery of the new branded memory sticks for the 'Engage' programme.
- Creating and populating a new Training page on the MHFI website - as a gateway for the 'Engage' Trainers' intranet login.
- Finalising the changeover to the new Joomla 2.5 version of the MHFI website, transferring all existing data to the new system, proofing all information / links on the site, and 'debugging' anomalies which arose.
- Launching the new secure Resource and Discussion Forum features of the MHFI website which were installed for the 'Engage' programme.
- Changing MHFI's Registered Company Office details on the website.
- Loading new MHFI Letterhead templates to the Secure Login Intranet.
- Making all practical arrangements for the MHFI Management Committee meeting to be held on Wednesday 10th April.
- Working with staff in Carmichael House to sort out invoicing problems.
- Making all the practical arrangements for the second all-Ireland Men's Health Week (MHW) 2013 Planning Group meeting (Dundalk, Wednesday 13th March).
- Adding MHW 2013 content and images to the MHFI website.
- Collating feedback on the first draft of the MHW 2013 poster concept.
- Working with photographer, Carrie Davenport, to design an alternative concept for the MHW 2013 poster - based upon the feedback.
- Liaising with Haynes Publishing about the production of the 'Challenges and Choices' mini-manual for MHW 2013.
- Writing an article on MHW 2013 for 'Irish Pharmacy News'.
- Finalising the funding application to the HSE for MHW 2014.
- Representing MHFI at a meeting of the Man Matters Steering Group (Thursday 14th March), and completing all follow-up actions on behalf of MHFI.
- Helping Man Matters to recruit a full quota of participants for their 'Website Design for Men's Groups' training.
- Preparing a proposal to Man Matters for the delivery of an 'Engage' Train-the-Trainers programme in Northern Ireland.
- Participating in a meeting with John McCallister, MLA, to discuss the need for a men's health policy / framework / strategy for Northern Ireland (Thursday 21st March).
- Completing the Gender Equality Strategy Review Questionnaire on behalf of MHFI.
- Meeting with Leo Foy (Friday 8th March) from the Public Health Agency, Southern Area, to plan MHFI's input to their large scale men's health conference in Lough Neagh Discovery Centre, Lurgan, Co. Armagh.
- Giving a presentation on 'Engaging Men in Health-Focused Work' at the event in the Lough Neagh Discovery Centre (Friday 22nd March).
- Representing MHFI at a meeting of the Greater-Belfast Older Men's Health Network (Monday 11th March).
- Meeting with the NHSCT Health Coordinator and three men's groups in the Ballymena South region to advise on, and support their plans for, MHW 2013 activities (Thursday 14th March).
- Proofing final drafts of the 'Men and Obesity Study' report on behalf of MHFI.
- Researching / producing / disseminating the April 2013 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 ...