
MHFI Director of Operations: Summary of Work Undertaken in March 2016

Tasks included ...

- Recruiting new members for the Men's Health Week (MHW) 2016 all-island Planning Group.
- Negotiating with Sportsfile for the use of one of their images of Martin O'Neill and Michael O'Neill in the MHW publicity materials.
- Working with Carrie Davenport Photography - and the MHW Planning Group - to design the MHW posters and publicity materials.
- Liaising with the FAI and IFA about the posters, postcards and manuals being designed for MHW.
- Proofing / field-testing early drafts of the MHW 2016 poster graphics.
- Creating a QR code for the MHW 2016 posters and postcards.
- Updating the content and signposting links for the 2016 'Challenges and Choices' Man Manual.
- Liaising with Haynes Publishing about 'Challenges and Choices'.
- Making all practical arrangements for and contributing to the Advisory Group meeting for the Engaging Young Men Project (16th March), minuting proceedings, and following-up all actions.
- Participating in a teleconference to discuss the future of Engage training and workshops (1st March), and minuting the outcomes.
- Conducting an audit of the number and geographic spread of workshops delivered during the Connecting with Young Men (CWYM) roll-out phase, as well as the number of participants.
- Updating all CWYM facilitators about collecting feedback at future workshops, and offering a template for doing this.
- Briefing Louise Monaghan (National Youth Council of Ireland) on CWYM and MHW to secure NYC support in Ailish O'Neill's absence (15th March).
- Making all practical arrangements for, and contributing to, the MHFI Management Committee meeting on Wednesday 16th March.
- Liaising with Brendan Mullally to ensure his access to necessary MHFI documentation relating to the annual audit of accounts, and assisting the audit team with queries raised in this process.
- Updating the MHFI Management Committee contact details list.
- Re-drafting the template for the MHFI letterhead paper, updating the login details for the website, and changing the Management Committee contact details to reflect Owen Metcalfe's retirement.
- Creating a new MHFI Yahoo Email Group account and secure login account for Nick Clarke.
- Collating and supplying information to KOSI - commissioned by the National Office for Suicide Prevention (NOSP) to undertake a review of all programmes funded by NOSP.
- Contributing to a meeting of the MHFI Sub-Group interested in developing an initiative to support the mental health of middle-aged men (16th March), and minuting agreements made.
- Contacting Liz Mitchell (new CEO, Institute of Public Health) to discuss their involvement with MHFI following Owen's retirement.
- Updating and re-drafting the paper for Management Committee members on how to access the secure login area of the MHFI website.
- Contributing to a meeting of the Dads Direct Steering Group (1st March).
- Promoting the Dads Direct online survey - which focuses upon how to meet the needs of fathers / male carers in Northern Ireland.
- Assisting with the practical organisation / arrangements for the Southern Area Men's Health Group's 'Back to Basics' seminar held in Keady, Co. Armagh on Friday 4th March.
- Designing and creating a MHW 2016 flyer to give to participants at the 'Back to Basics' seminar.
- Contributing to the Cruse Bereavement Care NI Steering Group - tasked with designing a new booklet to offer information and support to men following a bereavement (14th March).
- Field-testing and proofing the new Cruse NI booklet.
- Meeting with Finian to brainstorm on a presentation to the Students Learning with Communities Annual Review in Dublin Institute of Technology (16th March).
- Researching / producing / disseminating the March 2016 edition of the 'E-Male Matters' newsletter.
- 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 ...