
MHFI Director of Operations: Summary of Work Undertaken in March 2018

Tasks included ...

- Contributing to a teleconference of the Planning Group for the Men's Health Symposium (2nd March), writing-up the minutes of the teleconference and actioning all recommendations made.
- Securing speakers from the Central Statistics Office and TILDA for the Symposium.
- Drafting a range of programme outlines for each type of Symposium attendee / contributor / support service.
- Briefing all speakers at the Symposium.
- Fielding all queries about the Symposium from attendees, speakers, planning group partners and contractors.
- Issuing Symposium invitations to Ministers Simon Harris, Catherine Byrne and Jim Daly.
- Collating speaker / presenter biographies and briefing notes for the Chairpeople at the Symposium.
- Arranging for sign language interpreters to translate at the Symposium.
- Contributing to the development of questions for the International Panel of Experts session in the Symposium.
- Soliciting PowerPoint presentations from Symposium speakers and merging these into composite files.
- Securing the consent of speakers and presenters to publish their PowerPoints online after the Symposium as well as to video record their input for public sharing.
- Liaising with the HSE Facilities Management Team and in-house catering company re. Symposium requirements.
- Overseeing all practical / continuity arrangements on the day of the Symposium (15th March).
- Creating a Symposium web page with details of the day and links to the presentations given.
- Uploading the first batch of speakers' videos to the Symposium web page.
- Developing the content of a Feedback Form for the Symposium, and circulating it to attendees.
- Sending 'thank you' emails to all presenters, contributors and attendees at the Symposium.
- Writing an article on the Symposium and the launch of the 'Middle-Aged Men and Suicide in Ireland' report for the Spring eBulletin of the Association of Health Promotion in Ireland.
- Proofing all draft versions of the 'Middle-Aged Men and Suicide in Ireland' report, collating feedback from Advisory Group members, submitting this to the design team, and quality checking all amendments made.
- Signing-off both the Full and Executive Summary versions of the report for printing.
- Collecting the reports from the printer and delivering them to the launch event.
- Uploading electronic copies of the report to the MHFI website and social media channels on the day of the launch.
- Tracking traditional and electronic media coverage of the launch of the report.
- Attending and contributing to the WHO-Europe Draft Men's Health Strategy Consultation Day in Dublin (16th March).
- Writing and disseminating minutes of the Men's Health Week (MHW) Planning Group meeting that took place at the end of February.
- Creating a new MHW 2018 web page and navigation menu.
- Checking and updating all web links and helplines in the 'Challenges and Choices' Man Manual for MHW 2018, and developing new graphics for inclusion.

- Researching quotes for the design and print of the MHW 2018 posters and postcards, and overseeing the selection process.
- Coordinating two rounds of voting with Planning Group members on possible images and design concepts for MHW.
- Drafting the message for the MHW 2018 postcard.
- Creating a QR code for the new MHW 2018 web page.
- Exploring options for MHW 2018 promotional pens.
- Developing a MHW 2018 flyer for the 'Hope from Hopelessness' conference and 'The Main Man (and Woman)' seminar.
- Proofing and editing all promotional / informational materials produced for the 'Hope from Hopelessness' conference.
- Representing MHFI at the 'Hope from Hopelessness' conference (5th March).
- Contributing to a Skype call to evaluate the 'Hope from Hopelessness' conference and plan for the next stage of development (12th March).
- Advertising and promoting the launch of the new Cancer Caregivers website.
- Participating in a meeting of the Belfast Men's Health Group (27th March).
- Meeting staff from Queen's University Belfast to discuss an initiative targeting the mental health of men in Northern Irish farming communities (6th March).
- Participating in an 'Engage' Development Team meeting (7th March) to finalise arrangements for the final day of the 2018 Training for Trainers programme.
- Proofing and amending the HSE Funding Agreement Schedule.
- Renewing MHFI's TSO web hosting package and domain registration.
- Researching / producing / disseminating the March 2018 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 ongoing 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 ...