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

Tasks included ...

- Coordinating requests for, and the distribution of, hard copies of the Men's Health Week (MHW) posters and postcards throughout Ireland.
- Creating, and online dissemination of, a paper on 'What can I do to mark Men's Health Week 2015'.
- Arranging for the design and creation of MHW 2015 graphics (banners, badges etc.) for the MHFI website.
- Creating and formatting MHW graphics for Facebook.
- Collecting the 'Challenges and Choices' Man Manuals from the delivery warehouse (Navan).
- Coordinating the dissemination of the Man Manuals throughout Ireland.
- Making bulk deliveries of the Man Manual to key distribution organisations throughout Ireland.
- Securing both print ready and web ready PDF versions of the Man Manual.
- Populating / regularly updating the MHW 2015 webpage.
- Developing a range of online submission mechanisms to: record the details of MHW events; request Man Manuals and MHW publicity materials; seek advice and support on MHW event planning.
- Making a full MHW Image Pack available for online downloading in a broad range of formats suitable for printing, websites, emails, social media sites, posters ...
- Attaching MHW graphics to all outgoing correspondence - both electronic signatures and hard copy materials.
- Submitting details about MHW 2015 to other websites e.g. Your Mental Health, Little Things, Community NI, Community Development and Health Network etc.
- Sending a further MHW 2015 'Date for your Diary' reminder to all media outlets in Ireland.
- Fielding requests from media outlets for MHW quotes, interviewees, events listings etc.
- Responding to MHW queries from community groups looking for signposting to information, funding, support, partners, speakers ...
- Contributing to a South Eastern Health and Social Care Trust Men's Network planning meeting for MHW 2015 (Wednesday 27th May).
- Setting-up a battery of Goggle Alerts to track online coverage of MHW 2015.
- Creating and regularly updating the online MHW 2015 events list.
- Liaising with Health Minister Leo Varadkar's Media Advisor about the photo-call to launch MHW 2015.
- Contributing to an Engaging Young Men Project (EYMP) Unit 6 Planning Group teleconference (Friday 29th May), and writing minutes of this discussion.
- Continuing to liaise with Teach Bhríde (Tullow, Co. Carlow), about arrangements for the EYMP Unit 6 training residential.
- Recruiting additional participants for the EYMP Training for Trainers programme.
- Making all practical arrangements for meetings of the MHFI Management Committee and the EYMP Advisory Group (to be held in early June).
- Beginning negotiations with 'Look Good, Feel Better' to desk share in Carmichael House.
- Proofing the content of the draft Dads Direct briefing paper on 'The Importance of Fathers to Children's Outcomes'.
- Researching / producing / disseminating the May 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 ...