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

Tasks included ...

- Making all practical arrangements for the Men's Health Week (MHW) 2016 all-island Planning Group meeting in Dundalk (Tuesday 10th May), chairing some agenda items, and recording proceedings.
- Updating the MHFI media contacts list.
- Preparing and sending one month and two week countdown reminders about MHW 2016 to all media outlets in Ireland.
- Fielding media requests for interviews / more information on MHW 2016.
- Identifying and recruiting lead agencies to create social media messages for each thematic day during MHW 2016, and coordinating their efforts.
- Meeting with Paul O'Kane to develop the Men and Smoking thematic day for MHW (Tuesday 24th May), and taking sole responsibility for the content of two other days.
- Participating in a teleconference with the HSE Health Promotion and Improvement Department about media coverage for MHW 2016 (Tuesday 3rd May).
- Researching, writing and collating information for the HSE Communications Department to include in their internal MHW 2016 media plan.
- Preparing separate social media 'message banks' for N. Ireland and the Republic of Ireland.
- Updating the HSE Communications Department on the proposed social media content for the thematic days during MHW, and securing their buy-in to circulate this material.
- Submitting the details about MHW 2016 to the 'Your Mental Health' website.
- Securing payment for unpaid invoices relating to MHW 2016 resources.
- Contacting all recipients of MHW 2015 resources to enquire if they would like a supply of materials for MHW 2016.
- Collecting MHW Man Manuals in Navan and Ardee, and hand delivering bulk orders to most counties on the island of Ireland.
- Coordinating the process for handling requests for MHW 2016 posters / postcards / manuals, and arranging the posting of small scale orders.
- Writing to the new Ministers for Health to request a photo-shoot for MHW 2016.
- Updating the IFA and FAI on progress in relation to the posters, postcards and manuals.
- Creating a MHW 2016 YouTube Channel to host short videos produced by Planning Group members on why the week is important.
- Making all practical arrangements for the Engaging Young Men Project Advisory Group meeting on Tuesday 3rd May, and reporting to this gathering on progress being made.
- Reviewing and commenting on drafts of the evaluation report on the 'Connecting with Young Men' workshops.
- Liaising with the National Office for Suicide Prevention about the funding application to support the mental health needs of middle-aged men.
- Representing MHFI at a meeting of the Dads Direct Steering Group (Wednesday 4th May).
- Reviewing the content of the collaboration agreement with the University of Sterling in relation to the men and weight loss study, and signing it on behalf of MHFI.
- Uploading a copy of MHFI's signed Annual Accounts to the secure login area of the website.
- Meeting with Peter Robinson to review progress on the infrastructure for the new MHFI website (Wednesday 11th May).
- 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 ...