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

Tasks included ...

- Managing the registration process for the Men's Health Symposium in Dr Steevens' Hospital to launch 'Healthy Ireland - Men' (HI-M), and liaising with GERALYN NOLAN in the HSE.
- Drafting acceptance and rejection emails for people who had submitted abstracts to be '3-in-3' presenters, and determining the running order for these presentations.
- Preparing detailed briefing packs for workshop facilitators, '3-in-3' presenters, poster displayers and delegates at the Symposium.
- Fielding queries from Symposium contributors, delegates and the HSE Communications Team.
- Designing a programme outline and feedback form for the Symposium delegate packs.
- Merging all '3-in-3' PowerPoints into one file, and preparing core background slides.
- Writing briefing notes for the Symposium's Co-Chairs.
- Liaising with the Dr Steevens' Facilities Management and Catering teams.
- Coordinating the on-the-day logistics of the Symposium.
- Writing-up the minutes for the first HI-M Advisory Group meeting.
- Securing web and print-ready PDFs of the HI-M Action Plan.
- Overseeing the practical arrangements and location scheduling for filming 'Through the Eyes of Men'.
- Maintaining ongoing communication with / briefing contributors to the videos.
- Attending / coordinating film shoots in Kilcock, Tallaght, Newry and Ballybough, and sending thank you messages to all participants.
- Drafting and circulating 'Contributor Consent Forms' for participants in the videos.
- Reviewing and commenting upon the first drafts of the videos.
- Contributing to the Middle-Aged Men (MAM) and Mental Health Project's Expert Focus Group.
- Developing a background paper and Terms of Reference for the MAM Advisory Group.
- Making all practical arrangements for the first meeting of the MAM Advisory Group, and contributing to this meeting.
- Arranging for a re-draw of the MHFI logo - to make it a vector image suitable for high quality print work - and overseeing this process on behalf of the Forum.
- Participating in a Skype call to discuss the theme for Men's Health Week 2017.
- Outlining the key job roles / tasks / functions of the MHFI Director of Operations in a briefing paper for the Management Committee meeting.
- Making all practical arrangements for the MHFI Management Committee meeting, and contributing to it.
- Liaising with the Events Team in Stormont about the practicalities of the International Men's Day (IMD) event.
- Finalising delegate pack materials and creating PowerPoints for the IMD event.
- Updating and briefing all partners and presenters involved in the IMD event.
- Contributing to the IMD event itself.
- Reviewing and commenting upon the men's health issues videos produced by Biochemistry students in Dublin Institute of Technology.
- Representing MHFI at a 'Dads Direct' Steering Group meeting.
- Contributing to the production of the final report on the 'MeCHanic Study' into men's health literacy - conducted by University College Cork.
- Researching / producing / disseminating the November 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 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 ...