
MHFI Director of Operations: Summary of Work Undertaken in November 2017

Tasks included ...

- Booking a venue for the first meeting of the all-island Men's Health Week (MHW) Planning Group for 2018.
- Preparing and submitting a funding application to the Public Health Agency in Northern Ireland to underwrite the purchase of MHW 2018 resources.
- Contacting the HSE about funding to produce additional MHW publications.
- Making all practical preparations for the Healthy Ireland - Men (HI-M) Advisory Group meeting (8th November), inputting to the meeting and minuting proceedings.
- Assisting with the development of the HI-M 2018 Planning Template, inputting the relevant MHFI information, and collating returns from Advisory Group members.
- Participating in an 'Engage' Development Team Planning Day (13th November) to refine the next Training for Trainers programme for 2018, and following-up actions proposed.
- Reviewing / commenting on the new Engage training videos focusing on Traveller men.
- Contributing to a meeting of the Dads Direct Steering Group (7th November).
- Making all practical arrangements for the MHFI Management Committee meeting (28th November) and providing updates to this gathering.
- Exploring options for a new MHFI accounting Cash Book system.
- Securing payment of MHFI's invoices to the University of Sterling re. the Forum's input to the 'Game of Stones' research study.
- Assisting the Occupational Health Team in the Michelin Factory (Ballymena) to develop a men's health fair and resource pack for their staff (mostly male) who will all be made redundant in June 2018.
- Participating in a meeting of the Southern Area Men's Health Group (16th November) to plan their annual seminar, and securing the keynote speakers for this event.
- Helping with the Belfast Men's Health Group stand (17th November) in St. George's Market, Belfast, to mark International Men's Day 2017.
- Promoting and disseminating the Irish Cancer Society's infograph on key messages in relation to men and health literacy.
- Assisting LAST Sure Start to plan a large-scale health event for male carers of children in their catchment area.
- Meeting staff from the Family Planning Association NI to discuss ways to increase men's involvement in their programmes (21st November).
- Advising health promotion staff from the South Eastern Health and Social Care Trust on the possibilities for developing a men's health action plan (21st November).
- Highlighting how to access the new 'Working with Cancer' guide (which MHFI supported in the development phase).
- Meeting staff from the ManPowered initiative in Cancer Focus NI to discuss strategies for engaging more men in the programme (22nd November).
- Researching / producing / disseminating the November 2017 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 ...