

---

## **MHFI Director of Operations: Summary of Work Undertaken in October 2014**

---

Tasks included ...

- Contributing to, minuting, and following-up all actions proposed at the Engaging Young Men Project (EYMP) Advisory Group meeting (1<sup>st</sup> October).
- Drafting a Foreword for the EYMP Mapping Exercise report, and seeking approval from the National Office for Suicide Prevention (NOSP) to use it.
- Reviewing and commenting upon all drafts of the EYMP report.
- Researching costs to design a print-ready PDF version of the EYMP report, and appointing a graphic designer (Slick Fish) to undertake this work.
- Editing and formatting the EYMP report to send to Slick Fish.
- Sourcing images for the EYMP report.
- Liaising with Slick Fish staff about the job specification.
- Negotiating with the HSE Communications Department about the use of the 'Healthy Ireland' logo on the EYMP report.
- Supporting the launch of NOSP's 'Little Things' Campaign and Pledge on the 15<sup>th</sup> of October.
- Making all practical arrangements for the first meeting of the all-island Men's Health Week (MHW) Planning Group for 2015 in Dundalk.
- Meeting with Eoin McAnuff - Antrim Men's Sheds - to discuss their plans for 2015 (9<sup>th</sup> October).
- Creating secure Intranet login accounts and passwords for new Engage Trainers.
- Contacting Northern Irish Engage Trainers to request feedback on evaluations / number of sessions delivered.
- Completing an Engage 'timesheet' - detailing personal input to the development process to date.
- Meeting with Greg O'Donoghue (VP Welfare, Union of Students in Ireland) to discuss promoting key men's health messages among the student population throughout Ireland (6<sup>th</sup> October).
- Transferring Man Matters resources to the MHFI website.
- Liaising with Martin Tod (Men's Health Forum England) about the Paddy Power men's health campaign proposal.
- Holding a teleconference with Richard Brophy - from Paddy Power - about how MHFI might partner them in an Irish men's health campaign (29<sup>th</sup> October).
- Researching accommodation costs for the MHFI AGM in December 2014.
- Arranging payment for the renewal of MHFI's web hosting service.
- Supporting the 'Dads Direct' Working Group to prepare a funding application to the Big Lottery's Awards for All programme.
- Providing input to the planning process for the 'Improving Children's Lives' seminar on the importance of fathers (28<sup>th</sup> October).
- Helping Belfast Older Men's Group to develop an action plan to tackle social isolation.
- Participating in a planning meeting with the developer of the new Irish Men's Health App (10<sup>th</sup> October) and re-drafting the specification paper.
- Arranging / recruiting for / participating in a free workshop on good governance for men's groups (16<sup>th</sup> October).
- Researching and preparing a PowerPoint presentation for the EMHF Roundtable event on 'Men and Barriers to Primary Care in Northern Ireland'.
- Contributing to a meeting of the Southern Area Men's Health Group to plan a conference for Spring 2015 (22<sup>nd</sup> October).
- Researching / producing / disseminating the October 2014 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 ...