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

Tasks included ...

- Securing the final printed version of the Engage Unit 6 'Connecting with Young Men' Trainers' Resource Pack from Slick Fish, as well as web and print-ready PDFs of this resource.
- Editing and re-formatting the Engage Unit 6 PowerPoints.
- Re-formatting the Engage Unit 6 videos.
- Creating, burning and distributing CDs for the Unit 6 workshop facilitators containing all of the programme resources (i.e. trainers' handbook, videos, PowerPoints, photo pack, evaluation sheets and templates for promotional materials).
- Contacting all Unit 6 facilitators to ascertain their plans for delivery of the workshops, and responding to individual queries.
- Contributing to two teleconferences to discuss the Unit 6 resources (16th October) and the roll-out of the workshops (23rd October), and recording these discussions.
- Promoting the availability of the 'Connecting with Young Men' workshops, recruiting host organisations / individual participants, and coordinating the roll-out process.
- Revising the Service Agreement with IT Carlow for the evaluation of the Unit 6 programme to meet emerging operational needs.
- Responding to a request by NOSP to create an MHFI Operational Plan for the Engaging Young Men Project which links to the 'Connecting for Life Strategy'.
- Meeting students from Dublin Institute of Technology's Marketing Department to discuss a project for Men's Health Week 2016 (14th October).
- Completing a HSE quarterly progress update.
- Drafting and submitting a follow-up letter to Minister Leo Varadkar - outlining the actions discussed at MHFI's meeting with him.
- Supporting the NIAMH partnership to mark World Mental Health Day 2015 by posting an agreed set of materials on the MHFI website and Facebook pages.
- Representing MHFI at a meeting of the OFMDFM Gender Advisory Panel reviewing Northern Ireland's Gender Equality Strategy (1st October).
- Participating in a teleconference to discuss making a bid to HSE Health Promotion and Improvement for an end-of-year under-spend grant, and preparing and submitting a proposal to them.
- Drafting a response to the HSE for additional information on the end-of-year slippage application.
- Forwarding a copy of MHFI's new Tax Clearance Certificate to the HSE and NOSP.
- Sending a reminder email to all Northern Irish MPs, inviting them to support the Early Day Motion in the House of Commons which calls for a gender neutral HPV vaccination programme in the UK.
- Contributing to a meeting of the Dads Direct network to discuss how to follow-up 'The Dad Factor' briefing paper (20th October).
- Promoting / recruiting for a series of workshops being organised by Dads Direct on the important role of fathers to their children's outcomes.
- Representing MHFI at a review meeting of the AAA Screening Programme Public Communications Advisory Group (12th October).
- Contributing to two meetings of the Southern Area Men's Health Group to plan their annual men's health seminar for 2016 (6th and 27th October).
- Renewing MHFI's web domain name registration.
- Continuing to manage the longer-term impact of the hacking intrusion on the MHFI website.
- Meeting Marcun Doran from EOS in Derry to explore opportunities for improving the health of the long-term unemployed men that they work with (7th October).
- Contributing to two meetings of Men's Health West to plan activities for 'Movember' 2016 (7th and 21st October).
- Researching / producing / disseminating the October 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 ...