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

Tasks included ...

- Arranging, contributing to and minuting a Skype meeting for members of MHFI's Planning Sub-Group for Men's Health Week 2018 (31st October).
- Reviewing and commenting on the Middle-Aged Men and Mental Health Project draft report on research undertaken during Year 1.
- Making all practical arrangements for the meeting of the Middle-Aged Men and Mental Health Project Advisory Group (5th October), and minuting the proceedings.
- Coordinating two polls with Advisory Group members to determine the name of the Year 1 report.
- Researching, completing and submitting a funding application to the National Office for Suicide Prevention (NOSP) in relation to Year 2 of the Middle-Aged Men and Mental Health Project.
- Submitting additional financial returns to NOSP relating to the Year 1 programme of work.
- Proofing, amending and signing-off all materials (on behalf of MHFI) for the Irish Research Council's Enterprise Partnership Scheme in relation to the Middle-Aged Men and Mental Health Project PhD position.
- Participating in an 'Engage' Development Team meeting (5th October) to plan the next Training for Trainers programme for 2018.
- Submitting audited accounts and an Annual Report for 2016 to the HSE Health Promotion and Improvement Division.
- Researching how to re-align the new Facebook template - in order to anchor 'Posts' above 'Photos / Videos' - and implementing this on the MHFI and Men's Health Week Facebook pages.
- Issuing an invoice to the University of Sterling re. MHFI's input to the 'Game of Stones' research study, and following-up earlier outstanding payments.
- Contributing to a meeting of the Cancer Caregivers Steering Group (3rd October).
- Field-testing the new Cancer Caregivers website and resources with men in Northern Ireland, and submitting detailed feedback to the Steering Group.
- Negotiating amendments needed for the Cancer Caregivers website with staff in Queen's University Belfast's IT Department.
- Representing MHFI at two meetings of the Hope from Hopelessness Steering Group (i.e. Men's Action Network, Western Health and Social Care Trust, North West Regional College and MHFI) to plan a piece of drama / video / event focusing upon men overcoming mental health issues and suicide ideation (6th and 25th October).
- Recruiting the first intake of participants for the 'KEY 16' initiative (which will train and support a team of community-based peer mentors aged 50+ to deliver physical activity and health programmes to older people in greater-Belfast).
- Participating in a meeting of the Southern Area Men's Health Group (18th October) to plan their annual seminar.
- Contributing to a Belfast Men's Health Week Action Group meeting (24th October).
- Cleaning and updating the MHFI mailing database.
- Researching / producing / disseminating the October 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 ...