
MHFI Director of Operations: Summary of Work Undertaken in October 2018

Tasks included ...

- Proofing the updated content in the Engage Trainers' Resource Pack.
- Researching and acquiring free software to edit the PDF version of the Engage Trainers' Resource Pack.
- Creating separate background / overview materials for both Republic of Ireland and Northern Ireland participants on the Western Health and Social Care Trust (WHSCT) Engage Training for Trainers (TfT) programme.
- Assisting Engage TfT participants to book accommodation in Derry.
- Helping to make practical arrangements for the TfT days in October (e.g. emails to participants, direction signage, equipment, sign-in sheets, gluten-free food etc.).
- Contributing to two Engage TfT days in Derry (23rd and 24th October).
- Providing follow-up information and regular updates to all Engage trainers, partners and participants on the TfT programme.
- Researching options for Engage memory sticks for TfT trainees.
- Convening and making all practical arrangements for the Middle-Aged Men and Mental Health Project Advisory Group, and taking minutes of this meeting (22nd October).
- Contributing to an Engage Unit 7 Planning Sub-Group (22nd October).
- Drafting a Year 3 funding application to the National Office for Suicide Prevention.
- Making all practical arrangements for the first meeting of the 2019 Men's Health Week Planning Group to be held in November.
- Advising Mental Health Services in the SEHSCT on how to establish a Men's Shed for men with learning difficulties.
- Supporting a QUB Psychology Department study into fathers' experiences of mental health difficulties in the perinatal period.
- Responding to / fulfilling requests for copies of the 'Challenges and Choices' Man Manual.
- Drafting a letter to send to Northern Irish MPs and MLAs calling for the local adoption of the JCVI recommendation on vaccinating boys.
- Participating in a Skype call with DIT and the University of Cape Town to plan the programme for the workshop on building realistic and sustainable relationships in order to achieve practical goals (2nd October).
- Submitting all MHFI's annual financial returns and progress reports to the HSE Health Promotion and Improvement Department.
- Helping the Cruse~Macmillan project (supporting people coping with bereavement due to cancer) to establish a men's focus group in Omagh, Co. Tyrone.
- Creating Search Engine Optimisation (SEO) meta tags for the new Belfast Men's Health Group website.
- Utilising MHFI's social media to mark World Mental Health Day.
- Preparing and submitting a monthly Healthy Ireland - Men progress report to the HSE.
- Researching / producing / disseminating the October 2018 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 ...