
MHFI Director of Operations: Summary of Work Undertaken in September 2013

Tasks included ...

- Finalising and submitting a report on MHW 2013 to the HSE.
- Making all practical arrangements for the MHFI Management Committee meeting (18th September), and collating MHFI responses to the 'User Friendly Guide to Gender Mainstreaming'.
- Preparing and submitting a further MHFI expenses claim to Man Matters.
- Contributing to the Man Matters Sub-Group (9th September) looking at the support needs of separated fathers; developing qualitative research into the experience of such fathers; commissioning a Policy Briefing Paper on this subject; creating a user-friendly 'Guide for Separated Fathers'.
- Researching residential options for the 'Engage' Training for Trainers programme in Northern Ireland.
- Convening and making all practical arrangements for the second meeting (13th September) of men's work and women's work groups in Northern Ireland to explore issues of mutual concern.
- Negotiating with the owners of the 'UsedCarsNI' website (most visited website in Northern Ireland) to get free publicity for MHW 2014.
- Preparing a detailed MHW 2014 Project Requirements Specification for the Fourth Year Digital Marketing students in the DIT Students Learning with Communities initiative.
- Meeting Michelle Harris (10th September) from the Centre for Effective Services to plan for the establishment of a Sure Start Fathers' Work Network in the SHSCT area.
- Facilitating a workshop on 'How to Engage Men in Programmes' for the Sure Start Fathers' Work Network (24th September).
- Assisting with the planning of and recruitment for a seminar on how to encourage more men to use the National Domestic Violence Helpline.
- Participating in a planning meeting (11th September) for a conference to launch a new men's health network for the WHSCT catchment area.
- Representing MHFI at two meetings of the Southern Area Men's Health (SAMH) Group (26th September) to look at the possibilities for funding a Men's Health Coordinator for the SAMH area, and to finalise the database of local men's health support projects / initiatives.
- Submitting details about MHFI to the European Institute for Gender Equality website.
- Meeting Mark Nolan (Tektronix Communications) to discuss possibilities for a new interactive online App to promote mental health and wellbeing in men and boys in the Republic of Ireland (2nd September).
- Representing MHFI at a meeting of the Belfast Older Men's Health Network (9th September) to plan a city-wide activity day for this age group.
- Arranging payment for MHFI's website hosting service and domain name registration.
- Updating the international 'WHOIS' registrant details for www.mhfi.org
- Finalising a paper outlining the daytime contact details of all MHFI Management Committee members, and uploading this to the secure login area of the MHFI website.
- Uploading the current MHFI Tax Clearance Certificate and the letter confirming MHFI's charitable status to the secure login area of the MHFI website.
- Researching / producing / disseminating the October 2013 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 ...