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

Tasks included ...

- Liaising with 'Slick Fish' about the content, format and design of the Engage Unit 6 'Connecting with Young Men' Trainers' Resource Pack.
- Proofing and editing three drafts of the Unit 6 Trainers' Resource Pack, and finalising / signing-off the publication for printing.
- Creating a new cover / adding new photographs to the Unit 6 'Images of Young Men' resource.
- Helping to draft a template for a flyer to enable facilitators to advertise their Unit 6 workshops.
- Maintaining ongoing contact with Unit 6 facilitators and fielding queries from them.
- Contributing to a meeting of the Dads Direct network (9th September) and proofing / formatting the final version of 'The Dad Factor' briefing paper.
- Recruiting participants for the launch of 'The Dad Factor' briefing paper.
- Preparing and delivering a presentation at the launch of the 'The Dad Factor' in Stormont (21st September).
- Promoting 'The Dad Factor' via MHFI's website and social media outlets.
- Contributing to a paper on 'The Impact of Men's Health Week' (2012 - Present) for the HSE.
- Participating in a teleconference with staff from the Marketing Department within Dublin Institute of Technology to discuss a student project for Men's Health Week (MHW) 2016, and minuting the outcomes of this discussion (22nd September).
- Forwarding MHW 2015 graphics to the publisher of Tony Ward's autobiography - for inclusion in this book.
- Sending an outline of plans for MHW 2016 to the HSE Communications Department.
- Coordinating all practical arrangements for MHFI's meeting with Minister Leo Varadkar, liaising with the Minister's Private Office, and attending the meeting in Leinster House on Wednesday 30th September.
- Fire-fighting the impact of the hacking intrusion on the MHFI website. This included closing the 'backdoor' entry point, deleting the bogus information, changing the Administrator gateway / passwords, updating all site extensions and plug-ins, fixing residual menu / content corruptions, and checking for embedded malicious programming code.
- Amending the status of all members of the MHFI Management Committee on the Forum's secure log-in area of the website.
- Meeting Peter Robinson from Identity NI Web Design to discuss options for a new secure Content Management System for the MHFI website (22nd September).
- Contributing to an MHFI Management Committee teleconference (22nd September) and minuting proceedings.
- Skyping Per Schelander in Sweden to discuss models of supporting young men's mental health across Europe (18th September).
- Meeting Scott Irvine (MACS) to discuss models of work with young men on mental health issues (15th September).
- Participating in a meeting of Belfast Men's Health Network (15th September).
- Renewing MHFI's annual web domain hosting package with Hostgator.
- Negotiating with NIAMH about a partnership to mark World Mental Health Day 2015.
- Participating in the Interview Panel for the Men's Health Research Assistant post in the Centre for Men's Health within IT Carlow (29th September).
- Meeting Fiona Treacy and Aoife Collins from the National Bowel Screening Programme to discuss how to increase men's uptake of their service (14th September).
- Researching / producing / disseminating the September 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 ...