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

Tasks included ...

- Researching and submitting an activity report on MHFI work completed during 2016 for the National Office for Suicide Prevention (NOSP).
- Collating and tendering all the necessary governance and financial returns required by NOSP in advance of the annual review of funding.
- Meeting with staff from the Pavee Point Traveller Men's Health Project and members of the 'Engage' Coordinating Group to plan the development of new tailored training resources for Traveller Men (13th September).
- Contacting Totem Video Productions to negotiate a quote for developing new Traveller-specific 'Engage' video clips.
- Making all practical arrangements for the Healthy Ireland - Men (HI-M) Advisory Group meeting and planning day in Dublin (11th September).
- Amending the distribution list for the HI-M Advisory Group to reflect changes in membership.
- Preparing and submitting a feature article for the Irish Men's Sheds Association's 'Spanner in the Works?' website (published in mid-September).
- Representing MHFI at a 'Sheds for Life' Steering Group meeting (13th September).
- Making all practical arrangements for the MHFI Management Committee meeting and Forward Planning Day in Dundalk (6th September). This included drafting a background briefing paper, agenda preparation, circulating relevant documentation, booking catering, sending directions to venue, informing participants about car parking arrangements ...
- Taking and circulating minutes of the MHFI Management Committee meeting and Forward Planning Day.
- Coordinating MHFI's response to the HPV Action query about challenging the UK government's inaction on vaccinating boys using Equality Duty legislation.
- Representing MHFI at a meeting of the South Eastern Health and Social Care Trust's (SEHSCT) Men's Health Network (4th September).
- Drafting a recruitment flyer for the SEHSCT Men's Health Network's 'How to Engage Men in Health Programmes' workshop and recruiting participants for it.
- Liaising with members of the Steering Group 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) and helping to recruit for the first intake of trainees.
- Participating in a meeting of the Belfast Men's Health Week Action Group (7th September) to plan a strategy for MHW 2018 and an event to mark International Men's Day 2017.
- Proofing content for the new Cancer Caregivers website in Northern Ireland.
- Renewing the MHFI website hosting package with Hostgator.
- Assisting the School of Nursing in NUI Galway to identify men's health research, resources, and effective models of practice for inclusion in lectures to and tutorials with student nurses.
- Researching / producing / disseminating the September 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 ...