Freelance Online Event Host Ramadan & Eids

Job Title: Freelance Online Event Host
Hours: Saturdays, 4:30 PM – 8:00 PM From 8th -29th March 2025 inclusive (plus 3 hours of required training - paid), Tuesday 1st April 9am – 12pm, 7th or 8th June 9am – 12pm
Location: Remote
Contract Type: Freelance
Compensation: £16 per hour. To be paid on receipt of invoice every two weeks.

Job Overview:

We are seeking a thoughtful and organised **Online Event Host** to facilitate the virtual component of our hybrid events, ensuring a welcoming, interactive, and smoothly run experience for all participants and volunteers. The host will be responsible for guiding attendees through the event, introducing speakers, moderating discussions, maintaining an inclusive and welcoming atmosphere and ensuring there is good interaction between the online and in-person components of the events.

Key Responsibilities:

- **Event Facilitation:** Host and moderate live online events, keeping energy levels calm and ensuring smooth transitions between segments that take place online and in-person.

- **Audience Engagement:** Interact with attendees, encourage participation, and foster a welcoming and inclusive environment. You'll be responsible for ensuring participants have the information they need such as how to sign up the organisation's newsletter, how to donate and details about upcoming events.

- **Technical Support:** Assist with basic troubleshooting (e.g., ensuring good sound and visual elements, screen sharing, audio sharing, muting/unmuting, managing breakout rooms, handling Q&A functions).

- **Speaker & Panel Support:** Introduce guests, manage timekeeping, and ensure speakers and community leaders feel supported.

- **Community Management:** Monitor chat discussions, address audience questions, and uphold community guidelines. This will involve challenging

- **Event Preparation:** Attend required **3 hours of training** to cover:
  - safeguarding the community
  - safeguarding yourself
  - anticipating things that might go wrong and preparing proactively for them

Essential:

The successful candidate will be:

- Comfortable and confident using Zoom.
- Confident, warm, and engaging communication style.
- Excellent at working as part of team and supporting team members with separate roles to work together to achieve a shared aim.
- Able to manage live audiences and respond quickly to unexpected challenges.
- Competent with time management and organisational skills. Punctuality is essential for this role.
- Reliable internet connection, your own computer and webcam and a quiet space to host from.
- Commitment to inclusivity, accessibility, and maintaining a positive event experience.
- Supportive of Inclusive Mosque's approach to justice and trans inclusive feminism and willing to challenge misogyny, sectarianism, sexism, homophobia, transphobia, and any form of racism when you see it.

Beneficial

- Experience in hosting, public speaking, or facilitating online events.
- Experience in community organising, activism, or working with marginalised communities.
- Familiarity with accessibility considerations for hybrid events.
- Basic video/audio troubleshooting skills for online events.

How to Apply:

Please submit a short cover letter and CV and explaining why you'd be a great fit for this role. Applications should be sent to **naima@inclusivemosque.org** by **9am on Tuesday 25th February.**

Zoom Interviews will be held on Wednesday 26th February and Thursday 27th February.

Training will be held between Friday 28th February and Wednesday 5th March online.

If you have any questions, please contact naima@inclusivemosque.org