

Job Title	Tech Ops Support, Digital Team
Key Responsibilities	<p>To provide Technical Operational Support to Events, speeches, Friday sermon etc.</p> <ul style="list-style-type: none"> ○ Initiating Zoom Meeting and going Live on YouTube for live streaming. ○ Start iMasjid ○ Setup any presentation to be shared on Masjid Screen ○ Setup any presentation to be shared on Zoom Meeting and YouTube Stream ○ Make sure Camera and Audio is Setup and good quality in the Masjid and on the Zoom Meeting / YouTube live stream. ○ Spotlight speaker or speakers during the event. ○ Manage any questions that come through the online presence and make sure they are addressed by the speaker. ○ Continue to listen and support the event to the end. <p>Also work with Masjid Tech lead and Tech team to raise issues and concerns so these can be resolved in future events.</p> <p>Assist with putting Ops documentation together for others to be able to support in a similar way.</p>
Time commitment	<p>Potentially Tuesday and Thursday evenings, Friday between 12pm and 2pm, and weekends when necessary.</p> <p>Even if you can offer as little as 1 hour consistently at any time please do reach out as this will be very helpful.</p>
Required/Desired Skills & Qualifications	<ul style="list-style-type: none"> ○ Confident with starting and managing a Zoom meeting. ○ Confident with starting a YouTube live stream through Zoom. ○ Confident with managing and supporting “spotlighting” in a Zoom meeting ○ Confident with managing a screen share through Zoom. ○ Confident with live chat on Zoom and YouTube ○ Someone who is not frightened to troubleshoot basic issues if the need arises and know when to escalate issues to Tech lead or other members of Tech team. ○ Good time management skills as often Tech needs to arrive on-site before event starts and may need to stay back a little to pack things up. ○ Is comfortable with Webcams, audio, and video settings. ○ (Possibly some future requirements to also be able to do similar to the above but using Microsoft Teams).
Requestor’s name	<p>M Khaleeq Siddiqi, Al-Emaan Centre Digital Tech Lead Email: info@al-emaan.org.uk</p>