



One Small Town Ambassador Role Description

Important Prerequisites

Before applying for the role, it's important that you fully comprehend all aspects of the One Small Town (Ubuntu movement), our history and present activity. Please ensure that you watch all the videos, workshops and read documentation available on the website (www.onesmalltown.org).

Also, we advise that you read the Ubuntu book by Michael Tellingier for background knowledge.

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Overview of the One Small Town (“OST”) Ambassador Role

The role of the Ambassadors is representing OST for your designated country/region. You will be the **voice and face** to build relationships with all stakeholders. Our stakeholders include community members, business owners, church leaders, investors and, if appropriate mayors/municipality leaders.

Our OST Ambassadors are the key point of contact ensuring, local buy-in and commitment to the OST vision, as well as working alongside their country’s leadership team to establish a local operational office.

Our OST Objective

Our collective OST objective is delivering a program of interconnected profitable businesses/projects that rejuvenate communities. All community stakeholders will co-create the initiatives, which can be defined as **either** implementing a whole town **or** delivering beneficial OST community projects. All OST initiatives will be implemented within the parameters of our defined business model.

Our aim is to create prosperity and abundance that is shared into the community and the net profits are distributed to our membership. *(Please refer to our business structure and model)*

Role and Responsibilities

- Building awareness, promoting OST to all stakeholders. These include community members, business leaders, investors, churches/schools and, where relevant, mayors/municipality leaders). This can be achieved via social media and in-person groups and events, or any other relevant means.
- Working alongside the operations team to support and communicate daily OST operations and project implementation
- Facilitating the establishment of country office operations team which includes COO, CFO, CMO, project managers and business planners, ensuring detailed analysis and execution of approved projects.
- Being prepared to establish the legal and banking arrangements, along with your country leadership team that complies with HQ/International legal organisational structure.
- Comprehending the OST membership criteria, project criteria as well as token system and funding model.
- Comprehending the OST technology platform that provides us with operational support.
- Identifying projects for approval with the operations team and funding whilst ensuring due diligence and compliance.
- Articulating, and presenting plans, new projects, and procedures, as well as providing feedback.
- Keeping up to date and collaborating with all OST initiatives worldwide and contributing to International Office strategy, process, and procedures.
- For non-English speaking countries: provide translations of necessary documents/videos/posts to allow full comprehension of the OST strategy.
- Awareness of all policies, legal and commercial arrangements, as well as management and technology tools.

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Additional Skills and requirements

- Good leadership and management skills.
- Ability to following process and procedure.
- Good people management skills and team building skills.
- Working with relevant teams to ensure compliance, rules, and regulations (e.g., legal, banking, code of conduct, confidentiality, employment, health and safety).
- Articulate and presentable.
- Computer literate and moderate social media skills.
- Good communication and presenting skills.
- Able to respond to correspondence effectively.
- You may be required to travel, meet, and network with people and inspire people to understand all aspects of OST.
- Calm and balanced personality – with the ability to listen and respond clearly.
- Dedicated for the medium to long term and be prepared to hold this responsibility for a minimum of two years.
- Be able to dedicate the appropriate amount of time pre and post implementation of OST initiatives.
- Good knowledge of written and spoken English is required.