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# THE CULTURAL MEDIATOR

General Guidelines

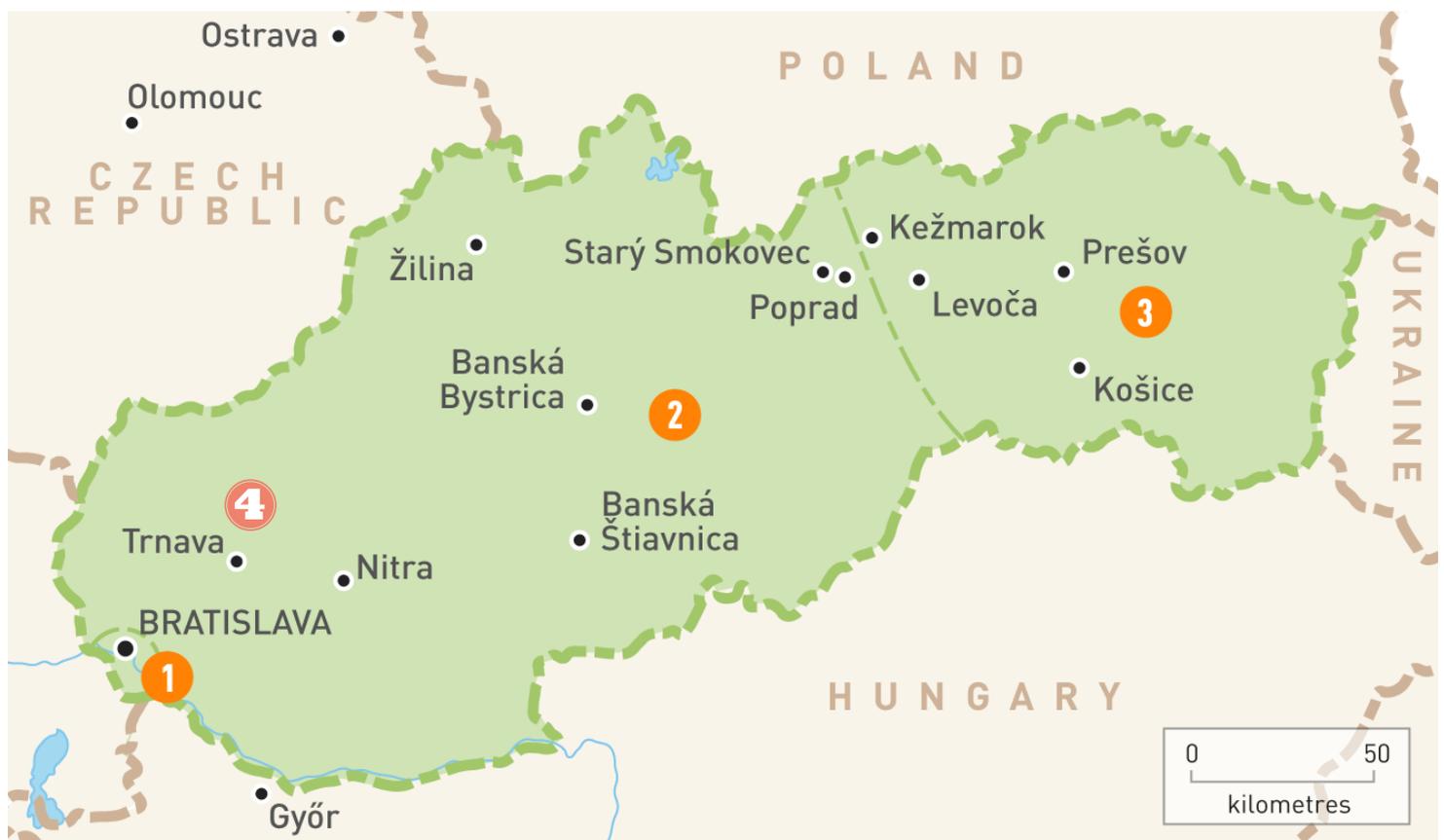
**HUMAN  
RIGHTS  
LEAGUE**  
LIGA ZA ĽUDSKÉ PRÁVA

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## JOB DESCRIPTION

The HRL Cultural Mediator Assists the KapaCITY project, funded by the European Union (The Asylum, Migration and Integration Fund), which aims to provide municipalities in Slovakia with tools and skills necessary to successfully integrate migrants across the country (The Union of Towns and Cities of Slovakia, Košice Self-governing Region, Bratislava, Banská Bystrica and Trnava). For more information about KapaCITY visit: <https://www.hrl.sk/en/our-work/projects/projects/kapacity>.



## EXPECTATIONS & RESPONSIBILITIES

- Gathering and maintaining a database regarding third-country nationals' needs for integration.
- Growing HRL database of contacts
- Developing new or revising existing integration plans for third-country nationals at local levels.
- Collaborate with the creation of intercultural and legal trainings.
- Assisting the access to those integration services by third-country nationals by improving their navigation.
- Organize cultural/educational events and make outreach efforts among the foreigners in the mediator's jurisdiction.
- Provide HRL contact point with relevant content for the newsletter sent out to the contacts in database (local events, important changes, local activities)
- Map foreign communities in a given location, analyse their specifics and main communication networks (specific FB groups, discussion forums, offline platforms, etc.)
- Work on a welcome package for newly coming foreigners
- Active role in independent activities contributing to the foreigners' integration (advisory council, FB group about events happening in the city, specific educational events, blogs)
- Develop relationship with local employers of foreigners
- Work on creative content to support KapaCITY project, develop relationships with local media to promote KapaCITY activities
- Maintain supervisor well informed and a clear communication with colleagues and collaborators.

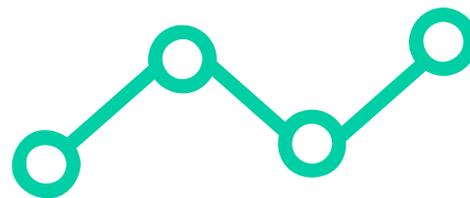
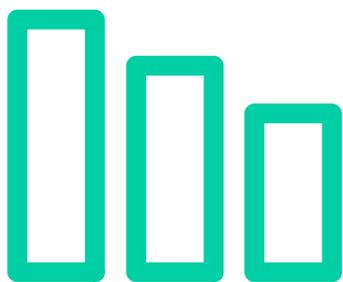


## Recommendations



# DATA COLLECTION

- Don't forget that personal information is confidential, it should not be shared with anyone outside the project. Please use official GDPR instructions and sheets as provided by HRL whenever you are collecting private data.
- There is a general database with foreigners contact information on our google drive, the idea is to use it for event outreach and project reporting.
- The database should be created by jurisdiction, if you need information from other regions you may utilize it with HRL Director's approval.
- Make sure that you enter new data or update the database on a bi-weekly basis.
- After each event makes sure to introduce all the new contacts from the attendance list into the database.



# RESEARCH

- Cultural Mediators are expected to provide research support as required by their supervisor.
- Research foreigners' employers' contact information could be helpful for overall project sustainability.
- Research may include info about places where foreigners gather, important events, favourite social media groups, etc.
- Also, cultural mediators may create and disseminate questionnaires related to various aspects of the life of foreigners in Slovakia

## OUTREACH

**The cultural mediator is in charged of conducting outreach to foreigners for the KapaCITY project.**

- Look for communications channels and tools to identify your audience.
- Social media is a great way to start your research efforts (Some Facebook group has proven really relevant in reaching out to foreigners in Slovakia).
- Identify places where foreigners gather. Make sure you promote your events or projects in cafes and restaurants frequented by foreigners.
- Outreach to local NGO's is also important for the success of KapaCITY.

## EVENT PLANNING & WORKSHOP PREPARATION

**The cultural mediator organizes events for the KapaCITY project.**

- Don't forget the importance of writing down your ideas. Aside from documentation, this will keep you on track and help narrow down your options.
- Based on foreigners' needs gathered through the database, pick a relevant topic for the event.
- The day of the event make sure you have a desirable number of RSVPs, if not make sure you promote the events as much as possible (Create a promotion plan).
- Order light refreshments (If needed). Create an attendance list and monitor it, make sure everyone sings.
- Clearly document and define deliverables. Usually, it is necessary to write a summary after each event.



# WORKING WITH MUNICIPALITY

**The cultural mediator helps to organize advisory councils of foreigners and cooperates with municipality**

- KapaCITY project signed Memorandum of Understanding (MoU) with 3 cities (Bratislava, Trnava, Banska Bystrica) and Košice Region.
- In each city and region, KapaCITY employs cultural mediators, whose task is to engage other foreigners and to facilitate exchange of information among foreigners, project and municipalities.
- The goal of the project is to form informal "advisory council of foreigners", preferably in every participating city and region, whose task will be to continue dialogue with municipality on integration of foreigners in the city/region. Cultural mediator coordinates this effort in his/her city/region and provides inputs, ideas and tips for foreigners who might be representatives in and represented at this council for KapaCITY project.

## MEDIA

**The cultural mediator provides ideas for media articles, videos, etc.**

- KapaCITY seeks to promote foreigners living in the city/region and their experience
- The cultural mediator is encouraged to create his/her own blog post, videos, or other media posts related to KapaCITY project and integration of foreigners based on the agreement with supervisor; to participate to media events according to guidance of supervisor and to provide tips to foreigners who might be interested in media appearance



# Publicity

## Please make sure to use correct acknowledgements of the donor

- KapaCITY project is sponsored by the EU, therefore strict rules related to publicity apply. Every material that is of public disposal must contain appropriate logo and accompanying information in Slovak or English:
- "Projekt je spolufinancovaný Európskou úniou z Fondu pre azyl, migráciu a integráciu, Fondy pre oblasť vnútorných záležitostí"
- "The project is co-funded by the European Union from the Asylum, Migration and Integration Fund and the Internal Affairs Funds."
- If you are having ppt, HRL will provide you with template that has to be used for all occasions
- Please consult all PR materials and public appearances with HRL and their PR team



**Európska únia**

Fond pre vnútornú bezpečnosť  
Fond pre azyl, migráciu a integráciu

## Logos of all participating NGOs:

