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# Martin Sawtell

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As an experienced business manager, support coordinator and administrator, I seek to deliver accurate and timely solutions to address individual goals. I am committed to supporting meaningful opportunities for disabled people to participate in educational, employment, social, recreational and cultural activity, to create an inclusive, diverse and vibrant society.

## KEY STRENGTHS

- Highly experienced in business management and administration
- Experience in leading development of operational and personal planning to achieve strategic and personal goals
- Familiar working with diverse teams and communities to realise creative outcomes
- Innovative development of mutually beneficial partnerships and effective relationships with individuals and organisations
- Passion for art and cultural engagement

## EMPLOYMENT HISTORY

My Plan Helper, Adelaide  
*Contract Support Coordinator*  
APR 2021 - JUN 2021

*My Plan Helper provides independent support coordination to NDIS participants, linking participants with service providers and community-based groups that will enable them to make effective use of their plan while retaining choice and control.*

- Supported NDIS participants to effectively use their NDIS Plan to achieve their individual goals.
- Identified and managed service providers and assistive technology to meet participants requirements within established financial limits.
- Interpreted NDIS Operational Guidelines to guide participants' access to funded supports and services.
- Facilitated participant's transition from hospital to home, linking with service providers.

Access2Arts Inc, Adelaide  
*Business Director*  
JAN 2013 - OCT 2020

*Access2Arts is a Disability and Arts sector leader in SA. Working with artists, allies and arts organisations to create a more accessible arts and cultural sector.*

- Management of business and financial operations to achieve the delivery of several surplus annual operating results.
- Operated bookkeeping and payroll systems to ensure positive relationships with staff and debtors/creditors.
- Lead the development and implementation of three consecutive 3-year Strategic Business Plans.

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- Planning, coordination, and delivery of projects to respond to the strategic goals
- Coordination of programs and delivery of a series of arts and cultural development projects to offer creative responses to community-identified needs.
- Development, planning and delivery of programs and opportunities for local artists to show and demonstrate their creativeness
- Identification and obtaining funding and partnership opportunities through all forms of government, businesses, and philanthropic sources
- Built an open, communicative, and trusted relationship with individual artists and organisations
- Provided leadership to the arts and disability sector by modelling best-practice disability leadership and disability pride

Community Arts Network of SA (CANSAs), Adelaide

*DATT Project Officer*

FEB 2011 - DEC 2012

*The Disability and Arts Transition Team (DATT) was established as a project by CANSAs to consult with Deaf and disability communities, informing the establishment of a new state Disability and Arts development organisation (Access2Arts).*

- Development of a range of programs and skill development workshops for Deaf and disabled artists, arts workers and audiences
- Provision of direct support and advice to Deaf and disabled artists to assist in building their confidence and capacity to identify opportunities and apply for development grants.
- Active engagement with government and non-government stakeholders to plan and deliver on the transition of the Disability & Arts Transition Team (DATT) program to become the independent association of Access2Arts.
- Coordination of the communication of programs, services, events, consultation and advocacy activity using web-based emailing solutions.

No Strings Attached Theatre of Disability

*Administrator*

MAR 2011 - JUN 2012

*No Strings' is a performing arts company providing skills development and performance opportunities for disabled people, as artists and audiences.*

- Significantly expanded the operational capacity and business practice of the organisation, in consultation with the Board and the Artistic Director.
- Completion of a review of organisational resources, and implemented a plan for their development, sourcing funding through philanthropic sources.
- Engagement with government funders to negotiate a timeline to complete outstanding organisational reporting to meet funding requirements.
- Development of organisational practices to support information management.

Kurruru Youth Performing Arts Inc, Port Adelaide

*Training and Development Officer/ Acting Company Manager*

MAY 2007 - DEC 2010

*Kurruru provided dance workshops and skills development opportunities for Aboriginal and Torres Strait Islander young people living in the Western suburbs of Adelaide, and in regional South Australian communities.*

- Delivery of a program of skills and knowledge development for staff, independent associate artists and volunteers to meet child and vulnerable person mandatory reporting requirements.

- Reviewing existing skills and knowledge of staff and associates, creating and implementing a training and development program to address skills gaps to build organisational capacity.
- Coordination of a national recruitment process to fill Company Manager vacancy to ensure appropriate organisational cultural leadership was maintained.

City of South Perth, South Perth (WA)  
*Arts and Events Coordinator*  
 SEP 2005 - APR 2007

City of Rockingham, Rockingham (WA)  
*Youth Arts Officer*  
 OCT 2001 - SEP 2005

## EDUCATION

The Growing Space	Course in NDIS Support Coordination	2021
Australian Institute of Management SA	Diploma of Management	2013
Relationships Australia (SA)	Cert IV Training and Assessment	2008
CANTrain (Community Arts Network of SA)	Grad. Diploma Community Cultural Development	1999
University of South Australia	Bachelor of Arts (Journalism)	1997

## PROFESSIONAL BOARD/COMMITTEE EXPERIENCE

Local Government Association of SA Disability Advisory Group - <i>Member</i>	2021
Outlandish Arts Board - <i>Director</i>	2020
Arts Access Australia Board - <i>Director</i>	2020
Australia Council for the Arts Disability and Arts Mentoring Initiative - <i>Peer Assessor</i>	2020
City of Adelaide Access & Inclusion Committee - <i>Member</i>	2013 to 2020
Arts South Australia Arts Organisations: Community Panel - <i>Peer Assessor</i>	2012 to 2013
Arts South Australia Community Arts Development Panel - <i>Peer Assessor</i>	2010 to 2011
Youth Performing Arts Australia (SA Committee) - <i>Organisational Rep</i>	2007 to 2009

## LICENCES AND SCREENINGS

Child-Related Employment - SC0432866  
 Disability Services Employment - SC0432867  
 SA Drivers Licence Class C - T61799

## REFEREES

Ms Irene Hamilton - m) 0409 836 634, e) [director@myplanhelper.com.au](mailto:director@myplanhelper.com.au)  
 Mr Paul Francis - m) 0405 080 972, e) [paulfrancis@hotmail.com](mailto:paulfrancis@hotmail.com)  
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