

Curriculum Vitae

Ellen Shackles

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Philosophy

I believe in aiming for excellence. I am passionate about Ultimate Flying Disc, events management and environmental sustainability. I am nominating for the roles of Ultimate Committee Chair and Events Subcommittee Chair and believe that I would be an ideal candidate for either position.

I have the drive and passion to see WFDF Events reach higher standards, giving all stakeholders a heightened experience and value. I believe in working smarter, not harder and would aim to work with others to create processes and resources that foster consistency and best practice. I love Ultimate and want to raise the profile of the sport globally.

My experiences in the field of teaching, event management and governance plus my personal attributes will equip me to succeed in either role are outlined below.

Skills

I have many relevant skills that have been acquired, developed and refined through my experiences. I have highly effective leadership, communication, organisation and management skills as well as many other skills that would be valuable to either position. I can problem solve, manage risks and reflect on experiences. I respond to correspondence in a professional and timely manner and lead meetings effectively and efficiently.

Event Management Experience

Australian Mixed Ultimate Championships, 2012, Perth, WA (TOC) *3-day event for approximately 350 participants and volunteers*

Sustainability measures:

- Used a local coffee business with ethically and sustainably produced beans and biodegradable cups
- Collected food scraps each day and used these in my garden
- Used fruit and vegetables grown locally

Windmill Windup Tournament, 2017 and 2018, Amsterdam, Netherlands (TOC) *3-day event, approximately 1000 participants*

- Solar power generator used
- Mixed waste was collected and sorted after the event into food waste, recycling and non-recyclable
- Reusable cups used
- Participants provided own cutlery and crockery and water bottles
- Participants camped on-site

World Flying Disc Federation Under 24 Ultimate Championships, 2018, Perth, WA (Assistant TD) *Week-long event for approximately 1000 participants and volunteers*

Created Risk Management document that is used as example of best practice for all AFDA events

- Banned plastic straws
- Banned sale of bottled water
- Use of biodegradable cups in the licenced area
- Food trucks and catering company required to use biodegradable plates and cutlery

- Food waste and biodegradable materials collected and composted
- Waste disposal stations with general waste, recycling and biodegradable collection points

Australian Under 22 Ultimate Championships, 2018, Perth, WA (Tournament Director) 3-day event for approximately 400 participants and volunteers

- Banned plastic straws
- Banned sale of bottled water
- Use of biodegradable cups
- Food trucks required to use biodegradable plates and cutlery
- Food waste and biodegradable materials collected and will be given to local community garden to compost
- Sourced fruit grown locally
- Borrowing of equipment
- Decorations and games bought for the event from Op Shops
- Sustainably produced and waste-reducing products sourced as prizes (No Pong, shower timers, bamboo straws, bamboo toothbrushes, shampoo bars)
- Social media promotion and competition for carbon offset flights, carpooling and use of public transport to travel to the event
- Media articles promotion sustainability measures to be used at the event
- Collection and sorting of recyclable materials
- Partnering with the Wasteless Pantry (a 'bring your own container' whole sale store) for volunteer snacks and

Other Relevant Experience

Volunteer Board Experience

President of Western Australian Flying Disc Association (WAFDA) (2012-2013)

Ultimate flying disc (Ultimate Frisbee) is a sport played internationally and WAFDA is recognised as a State Sporting Association.

Key Responsibilities

- Prepare submissions and reports for the Department of Sport and Recreation
- Chair committee meetings
- Coordinate and monitor WAFDA committee members' activities relating to planned outcomes
- Promote the sport to potential sponsors and general public
- Review, edit and update WAFDA policies
- Regularly communicate with all WAFDA members (over 500 people),
- Coordinate WAFDA ceremonies including the annual Awards night
- Attend AFDA's national administrators' conference
- Attend functions and workshops organised by DSR and other relevant bodies
- Prepare the President's reports for the Australian Flying Disc Association (AFDA)

Major Achievements:

- Used my time management, communication and organisational skills to complete all tasks efficiently and on time
- Clearly communicated to all WAFDA players the AFDA Code of Conduct
- Updating all WAFDA policies
- Receiving a 'Volunteer of the Year' Award from the WAFDA for my efforts

Director of Schools, Australian Flying Disc Association Board, 2017 to present

- Ran workshops on *Working With Children* and *Working with Difficult People* at the 2019 AFDA National Conference.
- I attend board meetings and fortnightly teleconferences
- Respond to emails
- Create resources
- Work collaboratively

Other Leadership Experience

Coordinator - Aboriginal Tutorial Assistance Scheme (ATAS), Ellenbrook Secondary College, 2013

Funded by the Department of Education, ATAS provides support for Indigenous students, through a combination of case management, in-school tuition and the development of Personalised Learning Plans (PLPs). I was

responsible for the operation of the program at Ellenbrook Secondary College. In this role, I successfully case managed the educational progress of over 25 students whilst maintaining a teaching load.

Key Responsibilities

- Provide assistance and support to Aboriginal students from Years 7 to 12
- Create PLPs in consultation with students and parents
- Liaise with stakeholders including the Principal, Line Manager (Associate Principal), Heads of Learning Areas, teaching staff, Aboriginal and Islander Education Officers (AIEOs), students and parents/guardians
- Analyse academic reports and NAPLAN data
- Continuously monitor of student progress against PLPs
- Be familiar with the Government Acts
- Promote awareness of the program by sharing professional resources with work colleagues
- Plan, design, review and acquittal of ATAS funding plans
- Maintain attendance records
- Coordinate the purchase and stock control of resources

Major Achievements:

- The majority of targets were achieved by each student
- Successful communication with all relevant stakeholders
- Positive feedback from parents, teaching and administration staff and AIEOs
- Improvement in student behaviour
- Recruitment of a literacy specialist as an ATAS tutor
- Increased time allowance for further development of the program

Respite Camp Team Leader, 2011 to 2016

The Respite camps were a component of the Department of Child Protection and Family Services. The camps were held over weekends and were residential programs, providing respite for foster carers. Participants were all children from foster-care placements, aged from 7 to 16. The standard number of participants on each camp was 20, requiring teams of around 8 adults to run an effective and safe program. While the individual circumstances of the participants varied, the majority of participants had some experience of trauma in their past. Consequently, it was essential that team leaders were diligent and thorough in their planning as well as being highly vigilant and perceptive during the program, responding to any arising needs of participants and also the members of the team.

Key Responsibilities:

- Create and run programs of activities catering for children of ages 7 to 16 (~50% of participants are of Aboriginal descent)
- Recruit and coordinate the activities of volunteers
- Liaise with the Department of Child Protection and Family Services (DCPFS) and other partner organisations
- Liaise with leaders, volunteers and other camp workers
- Administration tasks including the preparation of safety guidelines and emergency response plans
- Budgeting
- Plan and implementing intentional learning activities, which focus on core skills such as emotional development, resilience and healthy choices

Major Achievements:

- Built positive relationships with the participants and have seen growth in their development, confidence, resilience and inter-personal skills
- Developed an essential set of communication skills for Respite camps that I utilise when dealing with young people in an educational setting
- Run a successful camp for Aboriginal and Torres Strait Islander children
- Running programs positive impact on participants
- Completing relevant training

Employment History – Secondary School Teacher

I have over 13 years continued teaching experience in secondary schools. I have continued employment in Mathematics positions while also teaching Economics, Humanities and Social Sciences and Information Technology

2019	Cyril Jackson Senior Campus , Ashfield, WA
2008 to 2018	Ellenbrook Secondary College , Ellenbrook, WA
2007	Churchlands Senior High School , Churchlands, WA
2006	John Curtin College of the Arts , Fremantle, WA

Qualifications

2005 - Graduate Diploma in Education, UWA

2004 – Honours in Economics, received a CA Vargovic Bursary for being one of the top students enrolled in the 2004 Honours' year

2003 – Completed Bachelor of Economics, majoring in International Business Economics and Economics

2000 – Commenced Bachelor in Economics at University of WA (UWA)

1999 – Graduate from Swan View Senior High School

Referees

Available upon request.