

Community Energy Project Coordinator

Position Description

Version: 1.0	Position Title: Community Energy Project Coordinator	Salary Range: \$80,000 - \$85,000 pro rata plus statutory 12% superannuation
Term: Part Time 0.6 FTE	Position Reports To: Co-CEO	Duration: Fixed term commencing early September 2026 to 31 December 2027 (renewal subject to funding)
Date: 17/06/2026	Location: Greater Geelong	Authorised: Karina Donkers and Emilie Flynn, Co-CEOs

Organisational Context

About Geelong Sustainability

Geelong Sustainability is a for-purpose community organisation and registered charity that exists to build a powerful community movement for a just transition to a net zero future. Since our establishment in 2007, Geelong Sustainability has become the region's leading sustainability group with extensive networks in community, government and business throughout Geelong and the broader Barwon region.

Our vision is a thriving and resilient community taking urgent action on climate change together. We are recognised for our evidence-based innovative projects, which support our community's transition to a net zero future.

We have over 150 financial members, over 50 active volunteers, and an active network of 20,000+ supporters across the region. Throughout our 18+ years of operation we have delivered a diverse range of projects, initiatives and events, facilitating \$9.3m of renewable energy investment in the community and helping mitigate over 120,000 tonnes of cumulative CO2 emissions.

About the Community Power Hub Program

The Community Power Hub (CPH) program, which has been operating for three years, has been supporting Geelong's transition to a renewable energy future. Geelong Sustainability directly supports not-for-profit community organisations to address rising energy costs through the development and implementation of renewable energy projects. Through the delivery of community-based renewable energy projects, the CPH reduces greenhouse gas emissions and increases community support for Renewable Energy.

The CPH also enables local economic benefits to be realised through cost savings for communities and support for local Renewable Energy jobs. The five LGAs included are:

- City of Greater Geelong
- Borough of Queenscliff
- Colac Otway Shire
- Surf Coast Shire



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- Golden Plains Shire

The CPH program objectives are:

- Provide much-needed assistance to not-for-profit organisations to help them achieve their own renewable energy and energy efficiency targets, in the form of:
 - Tariff assessments
 - Tailored energy assessment
 - Tailored advice where requested (for example, emissions inventories, electric vehicles, large batteries, net zero planning etc.)
- Develop the pipeline of projects required to achieve our collective renewable energy targets
- Address climate change by reducing greenhouse gas emissions at the local and regional level
- Build capacity within local not-for-profit organisations and provide the focus and support they need to succeed
- Facilitate the installation of renewable energy projects
- Connect not-for-profits to project funding through government grants and rebates and the Geelong Sustainability [Community Energy Revolving Fund](#)

The Position

We are seeking a part-time (0.6FTE) experienced Community Energy Project Coordinator to coordinate the activities of the Community Power Hub and Community Energy Revolving Fund projects. This role will primarily focus on working collaboratively with not-for-profit organisations to develop a business case for, and facilitate the installation of, renewable energy projects.

This position will be vital in assisting not-for-profits to tackle rising energy costs while responding to climate change. The successful applicant will work closely with these organisations to develop projects, helping them understand the feasibility of renewable energy projects, as well as the costs and benefits. The Community Energy Officer will support NFPs through the process and connect them to funding streams.

Key Accountabilities

- Be primarily responsible for achieving the intended Community Power Hub program objectives.
- Engage and build relationships with not-for-profit organisations and other key stakeholders such as Local Government and Community Energy groups to identify energy projects for development.
- Responsibility for the preparation of energy project feasibility assessments including solar energy, battery storage and energy efficiency technologies.
- Engage and work with professional service providers to access legal, financial and technical support for project business case development.
- Guide not-for-profit organisations through the process of accessing energy efficiency upgrades, helping them to understand the costs/benefits and addressing any barriers.
- Support not-for-profit organisations to identify, apply for and secure appropriate funding streams for project implementation.
- Write content for communications and marketing of the Community Power Hub activities, coordinating with Executive staff to provide information for workshops and events, media releases, webpages, newsletters and project information, event publicity etc.
- Accurate record keeping and reporting aligned with the funding reporting format to provide evidence of activities undertaken, project development, community and key stakeholder engagement, and targeted milestones.

Other Accountabilities

- Meet with and report on a regular basis to the Co-CEO.
- Work with relevant stakeholders to ensure project delivery is within approved guidelines.
- Actively contribute ideas and work collaboratively with the project team.
- Support Geelong Sustainability's vision and strategy in all activities.
- Any other duties as deemed appropriate by the Co-CEO.

Key Selection Criteria

- A strong interest and involvement in energy projects.
- Demonstrated success in undertaking renewable energy, energy storage or energy efficiency feasibility assessments and business case preparation.
- High level of energy literacy with proven competency and technical knowledge of solar PV, battery storage, energy distribution networks, energy efficiency, and electric vehicles.
- Demonstrated experience in community engagement or working with a broad range of stakeholders or businesses.
- Proven experience managing risks and responding to challenges.
- Demonstrated experience working independently at the direction of Management, delivering work to the required standard and timeframes and showing initiative and a proactive approach to task prioritisation, execution and problem solving.
- Ability to manage allocated budgets and project deliverables.
- Experience using Client Relationship Management (CRM) software for effective record keeping
- Experience in the preparation of reports for customers, stakeholders and management.

Essential skills and competencies

- Ability to use online mapping tools, such as Google Earth and Nearmap.
- Ability and interest to learn advanced solar design and business case software, eg. OpenSolar, Helioscope etc.
- Excellent communication skills (written, digital and verbal) for engaging with a variety of audiences.
- Ability to deal with pressure and work to demanding deadlines, including juggling multiple projects and competing priorities effectively.
- Excellent interpersonal skills including the ability to develop relationships, working collaboratively and inclusively with a range of stakeholders at varying levels including individuals, small business, and public and private sector organisations.
- High level of digital literacy including MS Office, Social Media and Data Management systems.
- Ability to effectively speak at events (workshops, meetings, forums, receptions etc) for community and business audiences.
- Ability to effectively plan, monitor and execute projects using a systemised approach and relevant tracking tools (e.g. Excel, Microsoft Project etc.)
- Knowledge of and commitment to the principles of sustainability.
- Knowledge of Greater Geelong and a strong local network.
- Willingness to work and attend meetings outside of normal office hours.
- A current Victorian driver's licence and the use of a car.

- Eligibility to work in Australia.

Position Details

- A salary will be offered in the range of \$80,000 - \$85,000 pro rata for the 0.6FTE part time position.
- Statutory super will be paid quarterly to the officer's nominated fund.
- Geelong Sustainability supports flexible employment arrangements that meet the requirements of the right candidate.
- The position is a fixed term, subject to a satisfactory performance review after three months. The current appointment will conclude on 31 December 2027 with renewable subject to funding.
- Appointment is subject to a satisfactory Reference and Police Checks.
- As Geelong Sustainability has dedicated office space at Deakin University Waterfront, the successful candidate would be required to join the team on Wednesdays in the office and would have the flexibility to work from home or the office on the other working days.

How To Apply

- Applications should provide a cover letter addressing the key selection criteria in addition to your resume.
- Email applications to : info@geelongsustainability.org.au
- Applications must be received by 11:59pm Wednesday 15 July for consideration.
- To talk further about the position, please call Geelong Sustainability Co-CEO, Emilie Flynn, 0447 450 271.

Selection Process

It is anticipated that the following schedule will be followed in regard to the recruitment process:

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|---------------------------------------|-----------------------------------|
| ● Position advertised | Wednesday 17 June |
| ● Applications close | Wednesday 15 July, 11:59pm |
| ● Advise of interviews | Friday 17 July |
| ● Undertake interviews | Week commencing 27 July |
| ● Appointment of successful applicant | Early September |

Applicants should note the above mentioned key dates, and make provision for attending an interview if requested.