



POSITION DESCRIPTION - MYCELIA ENERGY COLLECTIVE PROJECT CO-ORDINATOR

ORGANISATION: Mycelia Renewables Ltd.

Mycelia Renewables Ltd. is a social enterprise and registered charity. We work with First Nations and rural communities in Victoria to make the shift to renewable energy fairer and more inclusive. The Mycelia Team works with community and industry partners to design and deliver community-led projects through the Mycelia Energy Collective. These projects focus on household energy efficiency, switching to efficient electric appliances, and supporting small business and community renewable energy options. Our aim is to improve energy affordability and reliability, strengthen climate resilience, and help keep more value in local communities. Our approach is based on trust, listening, and working alongside communities to turn ideas into practical action. After a successful pilot, and a detailed review and evaluation, the Mycelia Energy Collective will be relaunched and enter a major period of growth, including expansion into more communities.

ROLE PURPOSE

This role will manage development and delivery of the Mycelia Energy Collective (MEC). The Co-ordinator will work with the Mycelia Team, community based and First Nations organisations, delivery partners, and households. Through the MEC, the role will help more people take part in the energy transition, build practical resilience, support shared decision-making, create local benefits, and share learning so the model can be adapted by other rural and First Nations communities.

KEY RESPONSIBILITIES

1. Mycelia Energy Collective Growth Strategy (Year 1)

- Work with the Mycelia Team to plan the MEC relaunch and growth strategy, then lead its delivery. This includes recruiting members across rural communities, starting with Bass Coast and South Gippsland Shires.
- Organise and deliver easy-to-understand energy and climate activities, peer learning opportunities, community events, and information resources that help people feel more confident, prepared, and able to take part.
- Work with delivery partners to arrange household energy assessments and practical upgrades, such as energy efficiency improvements and switching to electric appliances. Priority will be given to households facing barriers, disadvantage, or energy hardship.
- Help deliver the MEC Theory of Change and work with the Mycelia Team to track progress, collect information, gather Most Significant Change stories, and report on outcomes such as inclusion, wellbeing, improved skills, resilience, and local benefits.



- Work with the Mycelia Team and partners to design and put in place community benefit arrangements, Community Benefit Funds, and local decision-making processes that direct energy-related income into community priorities.

2. Partner with community centres and place-based organisations (Year 1)

- Work with local partners, community leaders, volunteers, and delivery partners to plan and deliver activities that strengthen resilience and inclusion.
- Help deliver locally agreed activities, including community events, peer-learning sessions, communications, household support pathways, progress tracking, and community-owned energy projects.
- Help plan how the MEC can support community resilience plans, local engagement, shared decision-making, and delivery programs in more communities.
- Work with the Mycelia Team to develop the MEC Readiness Tool and practical guides that help other communities adapt the MEC model.
- Work with First Nations partner organisations in ways that respect self-determination, cultural governance, and healthy Country and People outcomes.

3. Adaptation and replication of the MEC (Year 2)

- Facilitate workshops with communities, community foundations, and partners that want to use or adapt the MEC model, including the MEC Readiness Tool and practical guides.
- Help deliver actions agreed through workshops and partnership agreements, such as governance support, community benefit design, local income pathways, communications, and transition planning.
- Share MEC approaches, tools, resources, and learning systems so First Nations partners can adapt and use them in ways they choose.
- Help plan how the MEC can support First Nations renewable energy policies and key strategies.

KEY OUTCOMES THIS ROLE CONTRIBUTES TO

- More people are included, involved, confident about energy, prepared for emergencies, and able to build practical resilience in participating communities.
- Communities have stronger local decision-making, fair benefit-sharing arrangements, local income pathways, and enterprise opportunities that keep value in the community.



- Clearer evidence, learning, communications, and practical tools are available to help more communities use the MEC model and inform policy and funding decisions.

KEY ACCOUNTABILITIES AND MEASURES

- Keep accurate records of outreach, participation, household assessments, upgrades, and activities in Mycelia’s CRM and monitoring systems.
- Support before-and-after surveys, event feedback, Co-ordinator reflections, site checklists, Most Significant Change stories, and other ways of measuring impact.
- Help develop and improve partnership agreements, governance records, decision logs, Community Benefit Fund records, readiness tools, and practical resources for other communities.
- Support regular reports, communications, impact stories, and evidence products for communities, partners, funders, and policy audiences.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Tertiary qualifications, or equivalent experience, in researching, developing, and supporting community-led projects. Experience in community energy, climate resilience, social inclusion, community development, monitoring and evaluation, regenerative enterprise, or related fields is desirable. People with transferable skills and a strong interest in learning about community energy and resilience are also encouraged to apply.

SKILLS AND ABILITIES - SELECTION CRITERIA

- Strong communication skills, including the ability to write and speak clearly, use digital and media channels, support community events, and explain information in plain language.
- A connection with the values and purposes of Mycelia and our project partners.
- Understanding of First Nations, rural, and regional communities, and the ability to work with empathy, curiosity, cultural humility, and respect for self-determination.
- Ability to work with a diversity of people and organisations, including community organisations, First Nations organisations, community foundations, government, households, small businesses, volunteers, funders, and product and service providers.
- Understanding of, or interest in learning about, community energy, saving energy, electrification, climate adaptation, emergency preparedness, and related fields.



- A collaborative and reflective work style, with confidence supporting co-design, peer learning, shared decision-making, and ongoing improvement.
- Strong organisation skills and attention to detail, including the ability to keep accurate records, support monitoring and evaluation, and contribute to clear reporting for the Mycelia Board, communities, partners, and funders.
- Ability to support practical work with households and communities, including site visits, accessibility needs, trusted outreach, working with contractors, and follow-up support.
- Ability to help develop tools, practical guides, communications materials, and learning resources that help other communities use and adapt the MEC model.

AWARD: SOCIAL AND COMMUNITY SERVICES EMPLOYEE AWARD

CLASSIFICATION: S&CS Level 4, Pay point 3

POSITION TYPE: Part-time, 2-year contract (grant funded)

HOURS OF WORK: 30 hours per week, with potential to increase based on future grant success. Some weekend and evening hours will be required to attend community meetings & events.

LOCATION: Work from Mycelia office, community centres and home office

TRAVEL REQUIRED: Across Bass Coast and South Gippsland Shire Council areas, and occasionally to other parts of regional Victoria and Melbourne

WORKS WITH: Managing Director, Mycelia Team and community partners

START DATE: August 2026

REVIEW DATE: Probationary period of 6 months and at 12 months thereafter

ALLOWANCES AND RESOURCES

OFFICE: Computer provided. Allowance for use of own phone and home office.

TRAVEL: Public transport and carpooling should be used where possible. If you use your own car to travel to places outside your usual work locations, Mycelia will reimburse fuel or charging costs in full and provide a travel allowance, based on logbook records. If an overnight stay is needed, accommodation will be paid in full and meal costs will be covered based on receipts.

APPLY TO: Moragh Mackay, Managing Director Mycelia Renewables, info@mycelia.org.au