

Job description

Job Title :	Admin cum Training coordinator	Main Purpose of Job <i>(Why job exists/what it must achieve)</i>
Level:	Manager	The Administration cum Training Coordinator is responsible for the effective operational management of the National Safety Council – Kerala Chapter (NSC-KC), ensuring seamless administration, successful execution of training programmes and audits, membership growth, revenue realization, and statutory/financial reporting in alignment with Executive Committee directives
Reports to:	Honorary Secretary, NSC-KC & Executive Committee	
Organization Unit / Location	National Safety Council- Kerala Chapter	
Main Responsibilities / Job Summary <i>(Primary deliverables of role and its scope)</i>		KPIs <i>(Measurable parameters of the role)</i> & Dimensions <i>(What is the span of the role)</i>
<p>1. Administration & Governance</p> <ul style="list-style-type: none"> Manage day-to-day office operations, records, documentation, and correspondence. Support Executive Committee meetings, compliance requirements, and follow-up actions. Maintain updated databases for members, training programmes, audits, and financial records. <p>2. Training Programme Management</p> <ul style="list-style-type: none"> Plan and execute training programmes as per approved annual/quarterly plans. Coordinate trainers, participants, logistics, certifications, and post-programme documentation. Monitor training targets and revenue generation (Plan vs Actual). <p>3. Audit & Professional Services Coordination</p> <ul style="list-style-type: none"> Coordinate safety audits and related services from initiation to report submission. Liaise with auditors and client organizations to ensure timely completion (within stipulated timelines). Track audit targets and associated revenue (Plan vs Actual). <p>4. Membership Development & Revenue Collection</p> <ul style="list-style-type: none"> Drive membership enrolment and renewal initiatives. Canvass for training participation, audits, and other NSC-KC services. Follow up and ensure timely collection of membership fees and service payments. <p>5. Financial Monitoring & MIS</p> <ul style="list-style-type: none"> Prepare monthly MIS covering activities undertaken, revenue generated, expenditure, gross profit, and outstanding receivables. 		<p>1. Training Performance</p> <ul style="list-style-type: none"> Number of training programmes conducted (Plan vs Actual) Training revenue achieved (Plan vs Actual) Average revenue per programme Participant count per programme Programme completion rate & feedback score (if adopted) <p>2. Audit & Professional Services</p> <ul style="list-style-type: none"> Number of audits/services executed (Plan vs Actual) Audit revenue achieved (Plan vs Actual) Average turnaround time for audit report submission (target: within 2 months) Repeat audit assignments from existing members <p>3. Membership Development</p> <ul style="list-style-type: none"> Net membership growth (New enrolments – attrition) Membership renewal rate (%) Membership fee collection rate (% of dues collected within defined period) <p>4. Financial & Collection Efficiency</p> <ul style="list-style-type: none"> Total revenue generated (Training + Audits + Membership) Gross surplus / contribution margin Outstanding receivables aging (e.g., <60 days target) Budget adherence (Expenditure vs Approved Budget)

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<ul style="list-style-type: none"> Support budgeting and financial discipline in coordination with office bearers. <p>6. Stakeholder Engagement</p> <ul style="list-style-type: none"> Act as the operational liaison between NSC-KC, member organizations, trainers, auditors, and other stakeholders. Support initiatives to enhance visibility, outreach, and credibility of NSC-KC. 	<p>5. Reporting & Governance</p> <ul style="list-style-type: none"> Timely submission of monthly MIS (100% compliance) Accuracy of financial and operational reporting Compliance with documentation timelines
<p style="text-align: center;">Authorities</p> <p>1. Operational Authority</p> <ul style="list-style-type: none"> Authorized to manage and oversee day-to-day administrative operations of NSC-KC office. Authorized to finalize training schedules in line with approved annual/quarterly plans. Authorized to coordinate, confirm and communicate with trainers, auditors, and resource persons as per approved fee structure. Authorized to organize logistics for training programmes and audits (venue, materials, certification, coordination). Authorized to verify, compile and submit safety audit reports after due coordination with auditors and clients within stipulated timelines. Custodian of official records, training documentation, audit files, and membership database. <p>2. Financial Authority (Within Approved Limits)</p> <ul style="list-style-type: none"> Authorized to raise invoices for membership fees, training programmes, audits, and other approved services. Authorized to follow up and secure collection of outstanding dues. Authorized to approve routine administrative and programme-related expenses within limits approved by the Executive Committee. Authorized to recommend pricing proposals for training and audit 	<p style="text-align: center;">Skills & Knowledge Requirements <i>(Abilities / Knowledge & Expertise in field)</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <p>Knowledge (Technical / Functional)</p> <ul style="list-style-type: none"> Broad knowledge and awareness of EHS Finance Good command over the English and Malayalam language <p>Skills</p> <p>Cross-functional leadership and facilitation Effective communication and training delivery Good presentation skills</p> </div> <div style="width: 30%; padding-left: 20px;"> <p>Qualifications</p> <ul style="list-style-type: none"> Graduation/ Post Graduation Qualification in EHS (Preferred) <p>Experience</p> <p>Minimum 5 years of experience in similar work profile</p> </div> </div>

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<p>services for Executive Committee approval.</p> <ul style="list-style-type: none">• Authorized to prepare and submit monthly MIS and financial performance statements <p>3. Membership & Business Development Authority</p> <ul style="list-style-type: none">• Authorized to contact and meet member and prospective member organizations for enrolment, renewal, training participation, audit services, award nominations, and other NSC-KC initiatives.• Authorized to canvass and promote NSC-KC programmes and services.• Authorized to discuss audit scope and training requirements with client organizations within approved service framework.• Authorized to propose customized programmes subject to Executive Committee approval. <p>4. Stakeholder Interface Authority</p> <ul style="list-style-type: none">• Authorized to represent NSC-KC in operational meetings with members, trainers, auditors, and service providers.• Authorized to correspond officially on behalf of NSC-KC for routine operational matters. <p>Governance Note All financial approvals, strategic decisions, pricing structures, and policy matters remain subject to approval of the Honorary Secretary and/or Executive Committee.</p>		
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