



JOB DESCRIPTION

Manager- Training

About Cuddles

At Cuddles Foundation, our mission is to bring holistic nutritional support to every child fighting cancer in India.

We work through partnerships with 50 government and charitable hospitals across India that treat underprivileged children for cancer. Our Nutritionists, trained specifically in Paediatric Cancer Nutrition, are placed in these hospitals to assess nutritional status, counsel caregivers, and provide evidence-based nutritional support throughout treatment.

We provide children undergoing treatment with food, hot meals, nutritional supplements, and ration baskets as per their requirements so that they have the strength to fight cancer. Food Heals.

About the Role

As the Manager Training, you will play a key role in strengthening Cuddles Foundation's learning ecosystem. You will be responsible for supporting the planning, coordination, execution, and monitoring of training initiatives across the organisation.

You will drive adoption of our Learning Management System (LMS), coordinate structured learning journeys for Nutritionists, Patient Support Coordinators (PSCs), Managers, and Zonal Heads, and support strategic training partnerships that strengthen Cuddles' position as a leader in paediatric oncology nutrition capacity building.

This role is ideal for someone who enjoys building systems, coordinating multiple stakeholders, and ensuring high-quality execution of learning initiatives from concept to completion.

Responsibilities

LMS Deployment & Learning Operations

- You will drive the adoption and effective utilisation of the Learning Management System (LMS) across Nutritionists and Patient Support Coordinators
- You will coordinate the development, deployment, and maintenance of training modules on the LMS
- You will monitor course completion, learner engagement, and training effectiveness, ensuring training pathways are completed on time
- You will generate reports, dashboards, and insights to support learning decisions and continuous improvement
- You will work closely with the Tech team to ensure smooth LMS functionality, content uploads, troubleshooting, and enhancements

Internal Capacity Building

- You will coordinate learning journeys and training programs for Nutritionists, Patient Support Coordinators, Managers, Senior Nutritionists, and Zonal Heads
- You will support the execution of key initiatives such as Train-the-Trainer programs, Senior Nutritionist development programs, and leadership development initiatives
- You will ensure training programs are documented, standardised, and structured for repeatability and scale
- You will coordinate logistics, communication, participant management, feedback collection, and post-training follow-up for all training initiatives
- You will track training outcomes and support efforts to translate learning into practice

Strategic Training Partnerships & Knowledge Platforms

- You will support the planning and execution of training partnerships with organisations, healthcare networks, professional bodies, and academic institutions
- You will coordinate training programs conducted through strategic partnerships, ensuring seamless execution from planning through completion

- You will support training initiatives delivered through collaborations with organisations, conference partners, and other capacity-building networks
- You will maintain participant databases, attendance records, evaluation reports, impact metrics, and all documentation required for partnership engagements
- You will track partnership commitments, milestones, deliverables, and outcomes and ensure timely follow-up with internal and external stakeholders
- You will support the preparation of proposals, presentations, reports, learning resources, and partnership documentation

Conferences & Learning Events

- You will support the planning and execution of the National Pediatric Nutrition Summit and other learning events
- You will coordinate faculty communication, participant engagement, logistics, timelines, and event documentation
- You will support the dissemination of learning resources and knowledge products generated through conferences and training events

Future Learning Initiatives

- You will support the development and rollout of new learning initiatives, including paid learning offerings and digital learning pathways
- You will assist in evaluating the feasibility, implementation requirements, and operational processes for future training models
- You will support continuous improvement and innovation within the training vertical

Must Haves

- Bachelor's or Master's degree in Education, Learning and Development, Public Health, Organisational Development, Management, or a related field
- 6–8 years of experience in training, learning and development, capacity building, program coordination, or project execution roles
- Strong experience coordinating multiple projects and stakeholders simultaneously
- Excellent organisational and project management skills
- Strong written and verbal communication skills

- Comfort working with technology platforms, learning management systems, and digital tools
- Strong attention to detail and ability to manage documentation and reporting processes
- Ability to work independently and drive initiatives forward with minimal supervision

Skills

- You can organise multiple workstreams, stakeholders, and timelines into clear plans and systems that drive results.

You are execution-focused.

- You enjoy turning ideas into action and ensuring that initiatives are completed to a high standard.

You are highly organised.

- You maintain strong systems for planning, tracking, documentation, and follow-through.

You are a collaborative partner.

- You work effectively with colleagues, trainers, healthcare professionals, and external partners to achieve shared goals.

You are comfortable with technology.

- You embrace digital tools and enjoy using systems and data to improve learning experiences and outcomes.

Location: Mumbai (with travel as required)

[APPLY BY CLICKING HERE](#)

