



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. FoodHeals.

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 the 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 LMS adoption across frontline teams, coordinating the development, deployment, and maintenance of training modules
- You will monitor course completion, engagement, and training effectiveness, ensuring pathways are completed on time
- You will generate reports, dashboards, and insights to support learning decisions, and work with the Tech team on functionality, uploads, troubleshooting, and enhancements

Internal Capacity Building

- You will coordinate learning journeys and training programs across frontline teams and mid-to-senior leadership — including Train-the-Trainer, Senior Nutritionist development, and leadership initiatives
- You will ensure programs are documented, standardised, and structured for repeatability and scale
- You will manage logistics, communication, participant management, feedback, and post-training follow-up, and track outcomes to support translating learning into practice

Strategic Partnerships & Future Learning Initiatives

- You will support training partnerships with healthcare networks, professional bodies, and academic institutions — coordinating execution from planning through completion
- You will maintain participant databases, attendance, evaluation reports, and impact metrics, tracking partnership milestones, deliverables, and stakeholder follow-up
- You will support proposals, presentations, and partnership documentation, and help develop new learning models — including paid offerings and digital pathways — evaluating feasibility and driving continuous improvement

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 documentation
- You will support the dissemination of learning resources and knowledge products from these events

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)

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