

## WINVINAYA FOUNDATION

*Skilling. Placing. Empowering. Persons with Disabilities — at Scale, with Dignity.*

### Job Description — Training Manager

<b>Organisation</b>	WinVinaya Foundation (WVF)
<b>Location</b>	Bengaluru (travel to Tiruppur centre as needed)
<b>Reporting to</b>	Executive Director / Co-Founder
<b>Experience</b>	5–8 years in placement-linked skilling / vocational L&D
<b>CTC Range</b>	₹7–10 LPA (commensurate with experience)
<b>Start date</b>	Immediate

### About WinVinaya Foundation

WVF is a Bengaluru-based charitable trust that trains and places Persons with Disabilities (PwDs) into dignified, market-aligned employment. Over a decade, we have reached 1,600+ beneficiaries across 24 states through our flagship KaaryaVikas programme — Indian Sign Language (ISL)-enabled, industry-aligned training in IT, BFSI, and allied domains. From 2026 we are scaling from 300 to 2,000 candidates per year by 2031, building a Training Centre of Excellence.

### The Role

The Training Manager is WVF's engine for placement-linked training. Your north star is 100% placement of every KaaryaVikas graduate. To achieve this, you will read the job market, forecast employer demand, build curriculum that matches what employers hire for, deploy modern and innovative training modalities, harness AI to create and personalise content at scale, and measure every outcome relentlessly.

### Key Responsibilities

<p><b>1. Placement-First Strategy</b></p> <ul style="list-style-type: none"> <li>Own the 100% placement target as a design constraint, not just a KPI</li> <li>Track job market signals (NASSCOM, SCPwD, employer partners) and maintain a dynamic demand forecast updated before every cohort</li> <li>Design all training backward from the employer hiring bar</li> <li>Conduct quarterly employer interviews and post-batch reviews to close skill gaps</li> </ul> <p><b>2. Curriculum Design</b></p> <ul style="list-style-type: none"> <li>Build and maintain layered curriculum: English Communication, Professional Soft Skills, and Domain/Technical tracks (IT: Software Testing, Cloud, Cybersecurity, Agentic AI; BFSI: Loan Processing, Financial Accounting)</li> <li>Create Individualised Learning Plans (ILPs) for each candidate mapped to disability profile, prior learning, and target employer</li> <li>Ensure all content is accessible-first: ISL-compatible, visual-heavy, mobile-optimised</li> </ul>	<p><b>4. Train the Trainer</b></p> <ul style="list-style-type: none"> <li>Recruit, onboard, and manage freelance and in-house trainers across all tracks</li> <li>Design and run a certified Train-the-Trainer (T3) programme covering PwD pedagogy, ISL-inclusive facilitation, and accessible content design</li> <li>Conduct monthly trainer audits with structured feedback; set placement-linked KPIs for all trainers</li> </ul> <p><b>5. Technology &amp; AI</b></p> <ul style="list-style-type: none"> <li>Own WVF's LMS (NammAcademy / Frappe Learning): content, assessments, learner analytics</li> <li>Use AI tools to create modules, assessments, and personalised practice materials at scale</li> <li>Flag at-risk learners within the first two weeks of every batch and trigger targeted support</li> </ul> <p><b>6. Outcomes &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Publish a real-time Training Dashboard: placement pipeline, batch progress, trainer performance, at-risk flags</li> </ul>
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<ul style="list-style-type: none"> <li>• Launch at least 2 new course tracks per year, co-designed with employer partners</li> </ul> <p><b>3. Training Delivery &amp; Innovation</b></p> <ul style="list-style-type: none"> <li>• Design and run a blended delivery model combining in-person sessions, async digital learning, live virtual classes, and structured peer learning</li> <li>• Harness AI tools (generative AI, roleplay simulators, adaptive practice) to personalise learning and reduce content creation time</li> <li>• Continuously experiment with new modalities and institutionalise what works</li> </ul>	<ul style="list-style-type: none"> <li>• Track: placement rate, drop-out rate, 6-month retention, employer satisfaction, assessment pass rates, LMS completion</li> <li>• Run a structured post-batch analysis within 2 weeks of every cohort; maintain and action a training improvement backlog</li> <li>• Contribute clean training data to donor reports</li> </ul> <p><b>7. Operations</b></p> <ul style="list-style-type: none"> <li>• Plan batch calendars across Bengaluru and Tiruppur; maintain complete learner records in WVF’s CRM</li> <li>• Manage training budgets within approved limits with monthly variance tracking</li> </ul>
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**What We Are Looking For**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 5–8 years in vocational skilling, corporate L&amp;D, or placement-linked training — not school or college education</li> <li>• Experience building integrated curriculum: domain skills + English communication + professional soft skills</li> <li>• Hands-on trainer management experience: certifying, auditing, coaching, replacing</li> <li>• Practical AI tool usage for content creation — you can demonstrate it, not just describe it</li> <li>• LMS administrator experience (Moodle, Frappe, TalentLMS, or similar)</li> <li>• Data-oriented: you set targets, measure outcomes, and act on numbers</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience with disability-inclusive skilling — understanding of learning needs of Deaf, hard-of-hearing, locomotor-impaired, or low-vision learners</li> <li>• Familiarity with Indian Sign Language (ISL) or visual-first facilitation</li> <li>• Experience designing blended and mobile-first learning programmes</li> <li>• Prior NGO / social sector experience at programme management level</li> </ul> <p><b>Mindset</b></p> <ul style="list-style-type: none"> <li>• Placement outcomes keep you up at night — you own them like a founder</li> <li>• You build systems where none exist; you change direction fast when something is not working</li> <li>• You treat learners with dignity and design for their strengths</li> </ul>
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**A Note on Experience & Compensation**

We have set the experience range at 5–8 years: below 5 years is insufficient for the full scope; above 8 years is welcome if the candidate brings genuine NGO-sector alignment. The ₹7–10 LPA band is benchmarked against comparable roles at progressive disability-focused organisations in India and sits at the upper end of the NGO market for this role.

**What WVF Offers**

<ul style="list-style-type: none"> <li>• Full ownership of WVF’s Training COE — you are building it, not inheriting it</li> <li>• Freedom to experiment with AI tools, blended delivery, and new modalities</li> </ul>	<ul style="list-style-type: none"> <li>• A small, high-integrity team led by founders deeply invested in the cause</li> <li>• Exposure to national disability skilling policy, CSR partnerships, and donor ecosystems</li> </ul>
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<ul style="list-style-type: none"><li>• Direct line of sight from your work to candidate employment outcomes</li></ul>	<ul style="list-style-type: none"><li>• 12A &amp; 80G certified organisation</li></ul>
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## How to Apply

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Send your CV and a note (max 250 words) answering:

“Tell us about one training programme you built or improved where placement was the primary metric — what was the context, what did you design, and how did you know it worked?”

Send to: [career@winvinayafoundation.org](mailto:career@winvinayafoundation.org) | Subject: Training Manager Application — [Your Name]

Only shortlisted candidates will be contacted. Hiring to be completed by April 2026.