



CBM India Trust

Position Profile

CBM India Trust is committed to improving the quality of life of people with disabilities and members of other marginalized communities. We work in partnership with local, national, and international actors with the aim of creating a more equal society for all. Our vision is to have an inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Position: E-Learning and Relationship Officer

Location: Bengaluru

Reporting to: Senior Officer - Training and Accessibility Inclusion

Objective:

To contribute to and coordinate the development and rollout of CBM India's E-Learning Training Program while managing engagement and partnerships with internal and external stakeholders. The candidate will ensure the smooth execution of the e-learning content development process, maintain content quality, support effective communication, and build long-term relationships to maximize the platform's reach and impact.

Responsibilities:

○ **Project Management**

- Oversee end-to-end planning, implementation, and monitoring of the digital e-learning platform project.
- Coordinate with content developers, tech teams, designers, consultants, and internal departments to ensure timely delivery.
- Work closely with instructional designers to review, adapt, and co-develop e-learning content that is engaging, accessible, and inclusive.
- Ensure learning modules incorporate principles of Universal Design for Learning (UDL), accessibility standards (WCAG), and experiential learning methodology.
- Facilitate testing, feedback cycles, and revisions of modules before launch.
- Ensure quality assurance of digital content, platform usability, and learner experience.

○ **Stakeholder Relationship Management**

- Identify, engage, and maintain productive relationships with various stakeholders, including:
 1. Persons with disabilities and their representative organizations
 2. Educational institutions, healthcare providers, and community partners
 3. Government departments and corporate partners

- Organize consultations, feedback sessions, and orientation meetings with different user groups.
- Represent CBM in meetings, promotional events, and partnership forums related to the platform.
- **Communication and Coordination**
 - Serve as the central point of contact between CBMIT and external vendors/partners.
 - Facilitate regular updates, review meetings, and documentation of learnings.
 - Support outreach efforts to encourage stakeholder adoption and continued engagement with the platform.
 - Oversee the proofreading and validation of translated materials to ensure linguistic accuracy, cultural appropriateness, and conceptual clarity across multiple languages.
- **Monitoring and Reporting**
 - Develop and maintain records, repository, monitoring tools to track usage metrics, stakeholder feedback, and learning outcomes.
 - Prepare regular progress reports, dashboards, and success stories for donors, leadership, and partners.

Qualifications and Experience:

- Postgraduate degree in Disability and Development Studies, Rehabilitation Science, Social Work, Special Education, Project Management, or a related field.
- Minimum 5–7 years of experience in managing digital learning projects or inclusive education/inclusive development programs.
- Proven experience in stakeholder management and cross-sectoral collaboration.
- Experience in coordinating with technical and content teams to produce e-learning content.
- Excellent communication, negotiation, and interpersonal skills.
- Prior experience in disability inclusion and accessibility initiatives is highly desirable.
- Familiarity with e-learning technologies, UX principles, or instructional design is an added advantage.
- Experience working with authoring tools (e.g., Articulate, Adobe Captivate) or LMS platforms, is an advantage.
- Familiarity with promoting accessibility for persons with disabilities, conducting access audits (physical spaces and digital accessibility), will be an advantage.

Key Competencies:

- Strong coordination and organizational skills
- Strategic thinking and problem-solving, including problem-solving for persons with disabilities and related to e-learning.
- Cultural sensitivity and inclusion mindset
- Proficiency in project documentation and reporting
- Ability to work independently and manage multiple priorities
- Strong proofreading and content validation skills, especially for multilingual materials

Desirable:

- Knowledge of Disability and Development, Special Education, Indian disability legislation (RPwD Act 2016), accessibility standards, National Education Policy, Information and Communication Technology (ICT) standards, including Indian ICT standards IS-17802.
- Multilingual ability and experience in managing translations across multiple Indian languages.

Other requirements

- The future job holder is expected to adhere to CBM India's policies and procedures, commit to CBM India's Child Safeguarding Policy and Code of Conduct, and follow CBM India's safety & security protocols.

CBM India encourages persons with disabilities and women to explore this important opportunity. Share your profiles to jobs@cbmindia.org.