



# No Vice Ice

## Trainee & production manager

<b>Name of Contractor</b>	
<b>Registration with Companies' House and/or Self -employed status.</b>	Self employed
<b>Address and Telephone Numbers</b>	
<b>Specification of work</b>	<p>The trainee manager will work to develop No Vice Ice's ice lolly production as a training opportunity for people living with invisible health conditions. We are in the early stages of developing routes into employment for people with invisible health conditions and are looking to appoint a trainee manager who will develop the programme (with directors support), with a view to launching it this Spring/Summer. The postholder will then work alongside trainees to produce ice lollies. The role is a mix of production work in the kitchen making lollies, and a support role enabling and training the trainees.</p> <p>The postholder will work with the other NVI contractor and the directors to strategically develop the organisation as we enter our second year of trading.</p> <p>In particular the post holder will be lead on and be responsible for:</p> <ul style="list-style-type: none"><li>• Developing partnerships with charities/organisations in Oxford that support people into employment.</li><li>• Identifying possible trainee applicants</li><li>• Developing our "inclusive workplace" approach.</li><li>• Working alongside trainees in the kitchen making ice lollies</li><li>• Producing ice lollies in the absence of trainees.</li></ul>

No Vice Ice is a Community Interest Company. Registration Number: 12953580  
Trading Address: Flos the Place in the Park Community Kitchen, Rymers Lane, OX4 3JZ



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	<p><b>Person specification:</b></p> <p>Essential</p> <ul style="list-style-type: none"><li>- Very organised, patient, flexible.</li><li>- Experience working with volunteers or trainees or adult learners</li><li>- Interest and understanding of invisible health conditions</li><li>- Commitment to inclusion, equality and reducing our environmental impact.</li></ul> <p>Desirable:</p> <ul style="list-style-type: none"><li>- Experience delivering into employment training programmes</li><li>- Experience working with people with invisible health conditions</li><li>- Food production experience</li></ul>
<b>Supervision</b>	The postholder will report directly to the Board of Directors
<b>Timescales</b>	Start date ideally March 2022. 6 months work is available.
<b>Remuneration</b>	Total contract worth £5,600 (£15 per hour for 15 hours per week)
<b>CV attached or website link</b>	
<b>Referee</b> (please list 2 referees we can contact)	
<ul style="list-style-type: none"><li>• I agree to working to the terms layed out above.</li><li>• I confirm that I am self-employed or registered as a company and take <u>full responsibility</u> for my tax and national insurance.</li><li>• I confirm that I am responsible for completing the agreed piece of work within the agreed budget</li><li>• I confirm that I will take responsibility and remain adequately insured for professional indemnity and public liability insurance (if relevant)</li><li>• I confirm that I will take responsibility for keeping my DBS clearance documentation up to date (if applicable) . I will stay registered on the update service</li></ul>	



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<b>Signed Date</b>	