

DiVA KICKSTART PLACEMENTS

ABOUT THE PROGRAMME

The [Kickstart Scheme](#) is a government-funded programme that supports the creation of six months paid work placements for young people aged 16-24 years of age.

CAN I APPLY?

To be eligible for the scheme, you must be

1. unemployed, and;
2. aged 16-24 and;
3. in receipt of Universal Credit.

If you **do not meet** all of the criteria listed above, **you are not eligible** for the Kickstart Scheme.

HOW DO I APPLY?

To apply for a Kickstart Job Placement, you must speak to your jobcentre work coach and ask them to refer you for the job placement(s) you are interested in quoting the following:

- DiVA Kickstart Gateway Number: KSFEA5953D
- The name of the employer,
- The postcode for the vacancy
- The job title

Neither the employer nor DiVA can accept direct applications. You will have to apply directly via your jobcentre work coach.

WHAT PLACEMENTS ARE AVAILABLE?

A list of the companies and job descriptions can be viewed below. You can apply for as many placements as you like.

Company Name: Acme Films LTD - <https://www.acmetv.co.uk/>

Job Title: Television Production Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7264726>

Workplace address for all Job Placements: 6 Osborn St, London, E1 6TD

Closing Date: 10th December 2021

Company Name: Abundant Life Recording Entertainment -

Job Title: Administrative Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7192418>

Workplace address for all Job Placements: 9 Campbell Road, London, E15 1SY

Closing Date: 6th December 2021

Company Name: All Spring Media - <http://www.allspringmedia.co.uk/>

Job Title: Admin Assistant (Operations Team)

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7586674>

Workplace address for all Job Placements: The Old Drill Hall, Bellingdon Road, Chesham, Bucks, HP5 2HA

Closing Date: 10th December 2021

Company Name: Clear Cut Pictures – <https://www.clearcut.cc/>

Kickstart placements: One

Job title – Television and Post Production Trainee -

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7281769>

Workplace address for all Job Placements: Any of the 3 locations: 44 – 48 Bloomsbury Street, London, WC1V 3QA, 1 Springvale Terrace, London, W14 0AE, 37-38 Newman Street, London, W1T 1QA

Closing Date: 13th December 2021

Company Name: Blackstar Agency – <https://blackstaragency.com/>

Kickstart placements: One

Job title – Digital Intern

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7516189>

Workplace address for all Job Placements: Unit S41, Pop Brixton, 49 Brixton Station Rd, London SW9 8PQ

Closing Date: 18th December 2021

Company Name: BWSCD UK LTD (trading as Secretly Group / Secretly Distribution)

- <https://secretlygroup.com/>

Job Title: European Operations Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7600295>

Workplace address for all Job Placements: Victoria House, 1 Leonard St, London, EC2A 4DQ

Closing Date: 24th December 2021

Company Name: DLT Entertainment – <https://www.dlntertainment.com/>

Kickstart placements: One

Job title – Talent Agent Assistant -

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7106714>

Workplace address for all Job Placements: 10 Bedford Square, London, WC1B 3RA

Closing Date: 6th December 2021

Company Name: First Access Entertainment - <https://www.faegrp.com/>

CLICK THE LINK TO VISIT THE FULL JOB DESCRIPTIONS BELOW:

Job Title 1: Branding Assistant- <https://findajob.dwp.gov.uk/details/7358110>

Job Title 2: Marketing Assistant- <https://findajob.dwp.gov.uk/details/6957862>

Workplace address for all Job Placements: Grove Studios, Adie Road, London, W6
OPW

Closing Date: 24th December 2021

Company Name: Juniper Communications Limited- <http://www.junipertv.co.uk/index.html>

Job Title: Runner and Trainee Development Researcher

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6967758>

Workplace address for all Job Placements: 52 Lant Street, London, SE1 1RB

Closing Date: 30th November 2021

Company Name: Kobalt Music Group- <https://www.kobaltmusic.com/>

CLICK THE LINK TO VISIT THE FULL JOB DESCRIPTIONS BELOW:

Job Title 1: Digital Matching Assistant: <https://findajob.dwp.gov.uk/details/6969585>

Job Title 2: Writer & Publisher Relations Assistant:

<https://findajob.dwp.gov.uk/details/6969372>

Job Title 3: Copyright Assistant: <https://findajob.dwp.gov.uk/details/6969403>

Workplace address for all Job Placements: The River Building, 1 Cousin Lane, London, EC4R
3TE & Home based

Closing Date: 19th December 2021

Company Name: Martin Brookes Estate Agent - <https://www.martinbrookes.co.uk/>

Job Title: Office Administrator and Letting Negotiator

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6933458>

Workplace address for all Job Placements: 297 Hertford Road London N9 7ET

Closing Date: 6th December 2021

Company Name: Media Trust - <https://mediatrust.org/>

CLICK THE LINK TO VISIT THE FULL JOB DESCRIPTIONS BELOW:

Job Title 1: Events & Volunteer Team Assistant:

<https://findajob.dwp.gov.uk/details/7600256>

Job Title 2: Volunteer Films Production Assistant:

<https://findajob.dwp.gov.uk/details/7600274>

Job Title 3: Youth Team Assistant: <https://findajob.dwp.gov.uk/details/7600275>

Job Title 4: Graphic Designer: <https://findajob.dwp.gov.uk/details/7600186>

Workplace address for all Job Placements: Mixture of home based and office based – WeWork, 123 Buckingham Palace Road, London SW1W 9SH

Closing Date: 24th December 2021

Company Name: Nemorin Film and Video LTD– <https://nemorin.com/>

Kickstart placements: One

Job title – Junior Editor

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6927223>

Workplace address for all Job Placements: 1-3 St Peters St, London, N1 8JD

Closing Date: 21st December 2021

Company Name: Nonclassical - <https://www.nonclassical.co.uk/>

Job Title: Label, Marketing and Events Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6965356>

Workplace address for all Job Placements: Oxford House, Derbyshire Street, London E2 6HG

Closing Date: 28th November 2021

Company Name: Precious Awards and Media - <http://preciousawards.com/>

Kickstart placements: One

Job title – Content Marketing and Events Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7192906>

Workplace address for all Job Placements: Majority home based with potential of 1-2 days per month working from British Library, Kings Cross

Closing Date: 29th November 2021

Company Name: PIAS Holding UK LTD - <https://www.pias.com/>

Kickstart placements: One

Job title – Junior Accounts Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6926397>

Workplace address for all Job Placements: 1 Bevington Path, Bevington Path, London, SE1 3PW/ Remotely

Closing Date: 24th November 2021

Company Name: Spore London (trading as Codec.ai) - <https://www.codec.ai/>

Kickstart placements: One

Job title – Operations Assistant Trainee

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6969853>

Workplace address for all Job Placements: Home-based

Closing Date: 28th November 2021

Company Name: Supernature - <https://suprnature.bandcamp.com/>

Kickstart placements: One

Job Title 1: Artist Services Assistant: <https://findajob.dwp.gov.uk/details/7600270>

Job Title 2: Content Creator: <https://findajob.dwp.gov.uk/details/7600185>

Workplace address for all Job Placements: Unit 1 65-69 County Street London SE1 4AD United Kingdom

Closing Date: 24th December 2021

Company Name: Three Tables LTD (trading as Three Tables Productions) – <https://www.threetables.productions/>

Kickstart placements: One

Job title – Commercial & Finance Trainee

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/6957173>

Workplace address for all Job Placements: Home/Remotely

Closing Date: 28th November 2021

Company Name: Zig Zag Productions – <https://www.zigzag.uk.com/>

Kickstart placements: One

Job title – Production Assistant

VISIT THE FULL JOB DESCRIPTION HERE: <https://findajob.dwp.gov.uk/details/7419045>

Workplace address for all Job Placements: EC1V 0BX

Closing Date: 17th December 2021



Unit 221 Stratford Workshops
Burford Road
London
E15 2SP
Tel: 0203 189 1784
www.divaapprenticeships.com
