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www.lilyjonesevents.co.uk

# Wedding & Event Planner

## Job Description

Contract: Freelance      Job Level: Management

Lily Jones Events is looking to recruit an experienced wedding and event planner to join our small team managing weddings and events from lead and concept to creation and implementation.

### About Lily Jones Events

Lily Jones is a multi award-winning and multi-published wedding & event planner and stylist based in Kent but operating throughout the UK and abroad. She is also the creator of the Quirky Weddings, a UK wide alternative wedding show and alternative wedding magazine. She is dedicated to helping couples to be as unique as possible when planning their weddings. For more information about us please see our website [www.lilyjonesevents.co.uk](http://www.lilyjonesevents.co.uk)

### About the Role

As the company expands and we begin to take on management of wedding venues, Lily Jones is looking to recruit another Wedding & Event Planner to join her and her team and take on a share of the weddings and events, working directly with clients to plan their weddings or events from initial sales pitch to planning & logistics and right up to on-the-day coordination of the event. The role has the potential to expand with the right candidate. While we will initially provide clients for you to take on, we are looking for a self-starter who would like to go out in the industry to find their own clients & venues to work with and use our reputation, brand, infrastructure, and experience to create and expand their own client base.

**Contract:** Freelance

**Hours:** Flexible; you can decide on your regular working pattern and hours depending on your workload. Regular weekend and evening work especially from June to September.

**Location:** Kent based but fully remote. Events & venues may be in Kent, Sussex, Surrey, Essex or London.

**Salary:** on a per event basis, paid by your clients in instalments. Up to £1600 per event, increasing each year.

**Types of events you will be planning & coordinating:** Weddings, wedding fairs and open days, festivals, photoshoots, parties, and corporate events.

### Key Responsibilities

- Working directly with couples to plan and deliver the wedding of their dreams.
- Conducting initial consultations with your couples, directly selling your services, and completing consultation forms.
- All logistical organisation, booking and liaison with wedding and event suppliers.
- Being the couple's one port of call for all things wedding related.



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- Problem solving on behalf of your couples including handling and resolving difficult situations.
- On-the-day coordination of your couples' weddings including managing your event staff and delegating their responsibilities.
- Gathering and collating quotes from a range of suppliers for your couples and implementing their choices.
- Keeping an updated spreadsheet on the progress of each couple's wedding.
- Creating a budget breakdown for each couple based on their budget and ideas.
- Attending regular face-to-face meetings with your couples during the planning process
- Conducting site and venue visits either with your couples/clients or with the venues directly.
- Liaising and building good relationships with venues. Scouting opportunities to become venues' recommended wedding planner.
- Creating full 3 days schedules for your all your events, detailing set up, on the day and clear away and sending your schedules out to all suppliers.
- Creating floorplans for your weddings and events.
- Writing and implementing risk assessments including implementing covid-19 safety precautions (if required).
- Booking of and overseeing marquee builds and large deliveries e.g generators and toilet facilities.
- Organising traffic management plans and parking stewards.
- Assisting your couples with collecting and chasing RSVPs, guest list management and seating plans
- Assist with styling of events including creating moodboards, photoshoots and styling your couples' weddings (if required)
- Attending wedding dress and suit fittings with your couples (if required)
- Organisation of hen and stag nights/weekends (if required)
- Gathering quotes for and booking honeymoons (if required)
- Attending networking events or wedding fairs to represent the company.
- Organising your own networking events or styled photoshoots as a way of developing good supplier relationships and creating social media content.
- Assistance with the company's social media accounts, engagement with followers and general presence.
- Direct sales, lead generation and general marketing for yourself and the company as a whole.
- Being involved in the company's presence, brand development and growth as a whole.
- Getting involved with the Quirky Wedding Fayre, Quirky Weddings Magazine, Run Wild Elopements and Drive-in Camper Weddings as well as assisting the Senior Wedding & Event Planner if your workload allows (all extra paid work).
- Stepping in for the Senior Wedding & Event Planner in the case of illness or emergencies.

### **Person Specification**

#### Essential

- Previous experience of planning events and/or weddings



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- Previous experience in sales and lead generation as well as direct sales
- Good customer service skills; friendly and approachable yet professional manner
- Registered (or willing to register) as Self Employed with HMRC.
- Proven ability to manage and prioritise your own workload with excellent organisational and time management skills.
- GCSE in English & Maths at Grade C or above (or equivalent qualification)
- Experience of working with budgets.
- Excellent IT skills including use of applications such as Word and Excel.
- Excellent ability to work well with and integrate into a team.
- Experience of using social media in a professional manner.
- Excellent problem-solving skills and the ability to possess confidence, patience, politeness, and tact when dealing with difficult situations.
- Ability to remain calm in a busy and sometimes challenging environment whilst handling competing demands.
- Access to a car as venues are sometimes remote and you may be working late.
- Access to a computer/laptop and a phone to work from.
- A good level of fitness and ability to be on your feet all day. Some venues you will be working at have rough terrain with only foot access. Manual handling will be required.

#### Desirable

- Formal qualification in events management or hospitality at any level
- Experience working in outdoor events such as festivals or outdoor weddings
- Accredited wedding planning diploma (or equivalent qualification)
- First aid qualification
- Food hygiene qualification at any level
- Manual Handling qualification
- Experience in a leadership role and experience of managing a team.
- Experience in styling and other creative event design
- Experience in completing risk assessments.
- Knowledge and experience with social media algorithms and engagement techniques.

#### What we can offer you

- Competitive salary
- Ready and waiting leads, clients, and venues to manage.
- Event day uniform and meals on duty.
- Access to our bank of event assistants to assist you on event days.
- Fully paid for first aid, manual handling, and food hygiene qualifications (if required)
- Further training opportunities (with prior arrangement)
- Full Public Liability and Personal Indemnity Insurance.
- Your own email address plus use of our storage space, IT systems, content & imagery, and admin infrastructure
- The opportunity to be part of a small business in its early stages of expansion and the opportunity to mould and shape the direction of the company.



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- On the job training (if required) and the opportunity to shadow and learn from an award-winning wedding planner and stylist.
- The opportunity to be part of a reputable and well-respected company in the wedding industry and use of our brand and reputation to further your wedding planning career.
- Possibility of future office space to work from when we expand.
- Association membership which includes access to resources & discounts

### **How to Apply**

If you would like to apply for this role, please send a CV and Cover Letter detailing how you meet the role requirements to [mark@po3consultancy.co.uk](mailto:mark@po3consultancy.co.uk)

If your application is successful you will be invited for a telephone interview which will be followed by a face-to-face interview.

If you would like to have an informal chat about the role, please get in touch with Lily Jones at [hello@lilyjonesevents.co.uk](mailto:hello@lilyjonesevents.co.uk)