

Sport Competition Coordinator Job Description

Glasgow 2026 Ltd

Job title:	Sport Competition Coordinator Recruiting for 1 per sport (Athletics & Para Athletics, Swimming & Para Swimming, Track and Para Track Cycling, Judo, Boxing, Netball, Artistic Gymnastics, Bowls & Para Bowls, Weightlifting & Para Powerlifting, 3x3 Basketball & 3x3 Wheelchair Basketball).
Division:	Operations
Department:	Sport
Reports to:	Sport Competition Manager
Location:	Glasgow

<p>Job Purpose</p> <p>In July 2026, Glasgow will host the 23rd edition of Commonwealth Games. Approximately 4,000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in a 11-day celebration of sport and culture. Events will take place across Glasgow, entertaining around 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.</p> <p>The Sport Competition team is responsible for the competition delivery of 10 sports at Glasgow 2026. Working closely with each Sport's International Federations and National Governing Bodies, the Sport Competition team coordinate and communicate the sport's needs to other departments within the Organising Committee such as transport, technology, broadcast, catering, cleaning and waste. Our aim is to create the best possible environment for athletes to perform at their full potential when competing at the Commonwealth Games in Glasgow 2026.</p> <p>At Glasgow 2026, we are building a dynamic, passionate team to deliver a groundbreaking event that will put Glasgow on the international stage.</p> <p>This is not your average job – as a Coordinator at Glasgow 2026, you'll be at the heart of the action, gaining hands-on experience in delivering a major international event.</p> <p>These roles are perfect for team players, problem-solvers, and passionate individuals who thrive in a fast-paced, high-energy environment.</p> <p>With a focus on supporting athletes, technical officials and volunteers, the Sport Competition Coordinator will assist the Sport Competition Manager in planning and delivering the sport competition in accordance with the rules and regulations set by the International Federation.</p> <p>A Sport Competition Coordinator will be recruited for each sport at Glasgow.</p>
<p>Role Summary / Key Accountabilities</p> <ul style="list-style-type: none"> • Assisting the Sport Competition Manager to plan operations for their designated sport which includes but not limited to; • Gathering information to support the sport's requirements • Reading and researching information from previous Commonwealth Games and similar multi-sport events • Creating documents and keeping them up to date with the most current information, Microsoft Excel, Word and PowerPoint are used frequently • Attending meetings to represent the sport • Communicating with other departments • Building effective working relationships with Sport International Federations, National Governing Bodies and other key partners

- Planning and managing logistical arrangements for International Federation site visits
- Attending venue site visits
- Supporting the Sport Competition Manager to recruit, organise and train the sport volunteers who will be required at games time

At Games Time in July 2026 and early August 2026, the Sport Competition Coordinator will assist the Sport Competition Manager in the delivery of Competition and Training at their associated venues. Specific responsibilities will vary depending on each sport and the team recruited. As an example, this could be:

- Management of an assigned sport area at the competition and/or training venue
- Briefing sport volunteers at the start / end of shifts to ensure they understand their role
- Working with other departments to ensure the sport requirements agreed in the planning phase are delivered

For this role, a flexible approach is required towards working evenings and weekends, particularly in the lead up to and during Games Time in July 2026 and August 2026.

Knowledge & Experience

- Experience working within Sport administration, Sport events or a similar field
- Participation in competitive sport as an athlete, coach, technical official, volunteer or similar
- Sport related training or qualifications
- Event related training or qualifications
- Understand the concept of rules and regulations of competitive sport
- IT literacy, including Microsoft Office and familiarity with sport competition management systems.
- Extremely enthusiastic and passionate about sport
- A desire to pursue a career in sport
- Committed to learning
- Planning and organising skills
- Attention to detail

Personal Characteristics

- Reliable and committed to the success of the team
- Able to deliver excellent results in a fast-paced setting
- Self-motivated and proud to be part of the experience
- Highly collaborative, taking time to engage with a wider range of individuals
- Displays a friendly, positive, can-do attitude
- Calm and resilient under pressure
- Willing and able to work within and out with normal working hours and occasionally at short notice.