



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Event Safety & Security Coordinator
Division:	Operations
Department:	Safety, Security & Medical (SSM)
Reports to:	Head of Event Safety and Security
Location:	Glasgow (flexible working options available)

Background to the Glasgow 2026 Commonwealth Games

The journey to Glasgow 2026 starts now – and we want **YOU** to be part of it!

Get ready for a brilliant new era for the Commonwealth Games, blending world-class sport with a sustainable, future-focused vision. With less than a year to go, Glasgow will transform into a global hub for sport and culture, welcoming 3,000 athletes from 74 nations, across 11 days of action, fuelled by the city's unstoppable energy and passion.

Glasgow 2026 is set to revolutionise the Games with a bold, 'Clyde Built' experience that reflects the city's resilience and innovation. This is more than just an event; it's a movement – a celebration of unity, equality, and sporting excellence. A movement that will not only deliver a world-class sporting experience, but will also create a lasting legacy, maximising social and economic benefits for the city and the Commonwealth.

Don't miss your chance to be part of something historic!

Joining the Glasgow 2026 team means being part of something extraordinary. This is an opportunity to shape the future of major sporting events, bringing the world together for 11 days of unforgettable competition and culture.

We're looking for an organised, proactive and detail-oriented **Event Safety & Security Coordinator** to support the planning and delivery of event safety and security operations across Glasgow 2026. Reporting to the Head of Event Safety and Security, you'll work as part of the wider Safety & Security team to ensure that the Games are delivered safely, efficiently, and in full compliance with relevant legislation and best practice.

This is a fantastic opportunity to gain hands-on experience in a high-profile international event, working alongside leading experts in safety, security, and event operations. You'll play a key role in coordinating safety-related planning, documentation, and stakeholder engagement, helping to ensure the wellbeing of athletes, staff, volunteers, spectators and the wider public.



Role Summary / Key Accountabilities

As Event Safety & Security Coordinator, your role will be focused on supporting the effective planning and implementation of safety & security operations at Games competition venues and non-competition sites.

You'll liaise with a broad range of internal teams and external partners to help integrate security requirements into wider Games planning; contribute to the development of related policies and documentation, lead cross-functional processes and support the compliance processes for Games-time operations.

This role would suit someone with a passion for events, who is detail-driven, highly organised, and ready to make a tangible impact on the successful and safe delivery of the Commonwealth Games.

- Support the development and implementation of venue-specific safety planning
- Coordinate security documentation and version control to ensure accurate and timely information is available across planning and delivery teams
- Act as a liaison between the Head of Event Safety and Security, Event Operations, and external safety partners to ensure alignment of plans and procedures
- Assist with the coordination of security related site visits, inspections and audits at competition and non-competition venues
- Lead administrative processes on behalf of the Safety & Security team including the creation of cross-functional processes and meeting co-ordination
- Contribute to the development of briefings, training materials, and operational handbooks
- Support incident reporting and tracking processes, working with teams to ensure follow-up actions are recorded and completed
- Participate in Games-time control room operations or venue teams as required, supporting real-time safety coordination and response
- Promote a positive safe and secure culture and contribute to legacy-focused planning, ensuring lessons learned are documented and transferred

The employee will be responsible for adhering to all company health and safety policies and procedures. Responsibilities of the role will evolve during the lifespan of the OC.



Knowledge & Experience

Essential:

- Experience in event management operations, in an event, programme, or venue context
- Experience coordinating documentation and trackers maintaining action logs and communicating updates in a multi-stakeholder environment
- Strong organisational skills, with a methodical approach and attention to detail
- Ability to prioritise tasks and track record in meeting deadlines.
- Ability to communicate clearly and confidently across a range of audiences and formats
- Good working knowledge of Microsoft Office tools, particularly Excel and PowerPoint.
- Comfortable working both independently and as part of a team in a high-pressure, fast-paced environment.

Desirable:

- Experience working in a safety or security role within the events, sports, or major projects sector.
- Familiarity with event control room operations or Games-time working environments.
- Understanding of UK health and security legislation and principles of safe working practice.
- Experience supporting training or readiness activities.
- Understanding of emergency planning and response structures.

Personal Characteristics

- Calm and composed under pressure, with strong problem-solving instincts
- Reliable and takes pride in delivering high-quality work
- Confident communicator and active listener
- Proactive and solution-focused, with a can-do attitude
- Values teamwork and collaboration
- Enthusiastic about contributing to the success of Glasgow 2026 and the wider legacy of the Games

