



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Catering Contracts Manager – Glasgow Life Venues
Division:	Games Services
Department:	Games Operations
Reports to:	Deborah Cordiner
Location:	Glasgow

Background to the Glasgow 2026 Commonwealth Games

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3000 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.

Glasgow 2026 Limited, the Organising Company (the OC), is signatory to the Host Collaboration Agreement (HCA) with the Commonwealth Games Federation (CGF) and Commonwealth Games Scotland (CGS) and each have key parts to play in the planning and delivery of the 2026 Commonwealth Games, both individually and collectively, to ensure that the new format 2026 Commonwealth Games are a huge success.

The Glasgow 2026 Commonwealth Games will deliver a new event model, fuelled by the success of 2014 and building on its legacy. Activating the Glasgow 2026 brand, building mass awareness of the Games in the city, at home and overseas, driving ticket sales and delivering first-class CRM are essential to the success of the project as well as delivering first-class athlete and audience experience.

We are looking for an enthusiastic and positive individual, with a desire to achieve the highest possible standards for themselves, for Glasgow 2026 and for everyone involved in the Commonwealth Games.

This is an opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Scotland on the international stage as well as delivering excellence for athletes and local communities.

Role Summary / Key Accountabilities

KEY RESPONSIBILITIES

- Demonstrate strong contract management skills to ensure the successful planning and delivery of catering operations at Scotstoun Stadium, Tollcross Internal Swimming Centre, and the Glasgow Commonwealth Arena and Sir Chris Hoy Velodrome



- Responsible for catering operational planning, contract execution and issue resolution across multiple client groups
- Build on established relationships with key stakeholders, venue teams and catering suppliers to ensure alignment and efficiency
- Ensure space, equipment and resources are scoped, interdependencies considered, and Clients Group requirements are captured during Venue Operational Planning cycles
- Conduct space reviews to refine and integrate spaces where possible to align with the reimagined Games model
- Management of all timelines and responsibilities between the Organising Company (OC) and the catering service providers throughout the operational period to completion of the contract
- Develop strong working relationships and establish a clear and concise responsibility matrix with Embedded Delivery Partners
- Collaborate with Client Group owners to deliver agreed upon service levels and maximise opportunities to define service levels within agreed budgets
- Ensure contracted catering providers satisfy pre-agreed menu offerings including special dietary and nutritional information to serve the needs of a variety of Client Groups
- Continual review of Client Group numbers throughout planning based on the expertise of Client Group owners, while critically assessing any figures that appear excessive
- Conduct supplier evaluation against G2026 objectives and negotiate venue catering contracts
- Monitor Catering FA budgets, financial reporting and pricing models
- Support in the development of the venue specific documentation, policies and procedures
- Provide guidance and expertise in relation to accommodation menu development as requested
- Develop and maintain strong working relationships with commercial sponsors, and ensure all stakeholders are aware of sponsor agreements
- Drive accountability of the Event Delivery Partner, ensuring operational readiness
- Contract management of appointed caterers including monitoring and reporting on the progress of pre-agreed contract timelines, contingencies, scope changes and milestones
- Ensure compliance with OC contract terms, policies and procedures and relevant licensing and legislation
- Conduct post Games reporting and reconciliation to close out catering contracts
- Effectively contribute to the documentation of key Catering information for the Transfer of Games Knowledge required by Commonwealth Sport

Responsibilities of the role will evolve during the lifespan of the Organising Company, and it is likely that the role profile will evolve with the changing needs of the OC.



Knowledge & Experience

Person Specification

- Diploma/degree in Hospitality or Food technology or related area
- Demonstrate experience working within a fast-paced, multi-sport, project-based environment with set timelines
- Experience in a management position in a catering role
- Flexibility and adaptability to develop improvements to existing systems, ways of working and processes to achieve greater output and efficiencies
- Dynamic, self-motivated and innovative
- Excellent interpersonal, oral and written skills
- Ability to work within a multi-disciplinary organisation and to build active, cooperative partnerships with external stakeholders, internal departments and Embedded Delivery Partners in an integrated manner
- Strong negotiation skills
- Ability to translate client needs into efficient catering operations
- Excellent organisational, administrative and time-management skills
- Proven ability to problem-solve and make critical decisions
- Skilled in the use of Microsoft 365 Office suite of programmes

Personal Characteristics

- One Team approach – loyal and respectful to colleagues and partners.
- A high level of responsibility and accountability, acts in the interests of Glasgow 2026
- Highly collaborative, taking time to engage with a wider range of individuals
- Results driven and highly motivated.
- Displays a friendly, positive, can-do attitude
- Possesses first class communication and tactful, diplomatic influencing skills
- An informed, fair decision-maker, who places value on equality, diversity and inclusion.
- Calm and resilient under pressure