



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Accreditation Coordinator
Division:	Operations
Department:	GSV
Reports to:	Accreditation Client Services Manager
Location:	Glasgow (Flexible working options available)

Job Purpose

In July 2026, Glasgow will host the 23rd edition of the Commonwealth Games. Approximately 3,000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in an 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.

The accreditation team will create and manage the system that will facilitate the accreditation application process for all Games Family client groups (Athletes, Team Officials, Dignitaries, Guests, Media, International Federations, Sponsors) and Workforce (paid staff, contractors and volunteers).

The Glasgow 2026 Commonwealth Games are looking to recruit a small number of Accreditation Coordinators to support and supervise the submission of accreditation applications for all Games client groups. This role will require excellent attention to detail and candidates should be comfortable processing and validating high volumes of data.

Reporting directly to the Accreditation Client Services Manager, the Accreditation Coordinators will be responsible for ensuring all applications for accreditation are submitted in an accurate and timely manner. During the Games, this role will evolve into a client-facing role at an Accreditation facility, issuing Games-time accreditation and supporting clients with their accreditation requirements.

Role Summary & Key Accountabilities

The role requires you to:

- Support the planning, development, and implementation of the accreditation process for all client groups
- Assist the Accreditation Client Services Manager with identifying, assessing and capturing accreditation requirements for all Games stakeholders
- Manage the validation of accreditation data, ensuring the data is accurate and meets the required criteria



- Build and maintain close working relationships with Glasgow 2026 Functional Areas and external organisations that require Games-time accreditation
- Liaise with and provide support to Games clients to guide them through the accreditation process and journey, ensuring they adhere to all agreed deadlines
- Provide consistent feedback to clients on data quality and follow up for any outstanding or incorrect data
- Support the production and issuance of Games-time Accreditation at one of the official Glasgow 2026 Accreditation facilities
- Maintain confidentiality, information security and integrity at all times
- Support the wider Accreditation team in delivering all organisational objectives

Responsibilities of the role will evolve during the lifespan of the OC, and the role profile will likely be adapted in line with the changing needs of the Games.

Knowledge & Experience

Essential:

- Excellent attention to detail and ability to manage a high volume of data validation
- Experience of data management
- Ability to foster strong working relationships with internal and external stakeholders at all levels
- Strong analytical and problem-solving skills
- Proven ability to work in high-pressure, fast-paced environments
- Experience collaborating with multiple teams and partners to successfully achieve mutual objectives
- Ability to exercise sound judgement and prioritise conflicting demands
- Commitment to confidentiality and data privacy
- Excellent communication and interpersonal skills

Desirable:

- Experience in accreditation/registration processes for major events
- Knowledge and understanding of multi-sport events and the stakeholders involved in delivering such projects
- Ability to understand and interpret data and statistics
- Understanding of GDPR and data protection practices



Personal Characteristics

- Organised and methodical – maintains clear records and keeps on top of multiple moving parts
- Proactive and reliable – takes ownership of tasks and follows through on details
- Team-focused – works well with others to deliver shared goals and support colleagues
- Calm under pressure – responds effectively to changes or challenges
- Problem-solver – takes initiative to resolve issues as they arise
- Adaptable and flexible – able to support different teams and tasks as needed
- Detail-driven – takes care in documentation, tracking, and data handling
- Proud to contribute – motivated to play a part in delivering a world-class Commonwealth Games for Glasgow