



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Project Coordinator
Division:	CMO
Department:	Public Engagement
Reports to:	Head of Public Engagement
Location:	Glasgow (Flexible working options available)

Job Purpose

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3,000 athletes 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 Sport (CS) 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.

This role will place you at the heart of the action, working alongside experts to deliver a global event that sets the new standard for major sporting celebrations. You'll gain hands-on experience and contribute to creating a world-class Games.

Working with the Head of Public Engagement, in the Games Experience division, the Project Coordinator will play a crucial role in creating an electrifying atmosphere for athletes, spectators, visitors and residents.

Role Summary & Key Accountabilities

The Project Coordinator will support the successful delivery of engagement initiatives, cultural celebrations and participatory projects in collaboration with communities, cultural organisations, and external partners. The role will provide essential programme support and administration, ensure effective communications with stakeholders, and support engagement, monitoring, and evaluation processes.

Key Accountabilities:

Programme Coordination



- Coordinate the delivery of a programme of engagement initiatives, cultural celebrations and participatory projects produced in collaboration with communities, cultural organisations, and external stakeholders.
- Support relationships with communities, cultural organisations and external stakeholders leading on the delivery of projects, including with Glasgow Life on the delivery of the Games Festival.
- Track project progress, ensuring agreed objectives, timelines, and budgets are supported.
- Provide programme support for the administration of community-led projects.

Stakeholder Engagement and Communication

- Act as a point of contact for communities, cultural organisations and stakeholders delivering engagement initiatives, cultural celebrations and participatory projects.
- Coordinate communications with partners, ensuring information is clear, timely, and consistent.
- Support engagement activity to encourage broad participation in activities.

Programme Support and Administration

- Provide administrative support for meetings, workshops, and programme development, including preparing papers, agendas, and minutes.
- Support the preparation of internal briefings, reports, and updates for senior leaders and partners.
- Maintain accurate records, databases, and reporting systems to support delivery.

Marketing and Communications

- Collaborate with colleagues in Marketing, Communications and Engagement to support the promotion of engagement projects.
- Collate information from communities and partners to support the promotion of engagement projects.
- Collaborate with communities and partners to amplify the promotion of engagement projects.

Monitoring and Evaluation



- Provide administrative support for monitoring and evaluation processes across engagement initiatives, cultural celebrations and participatory projects.
- Collate information, data, and feedback from communities and stakeholders.
- Contribute to reports that demonstrate impact and outcomes.

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:

- Experience in project or programme coordination, ideally in a cultural, community, or events context.
- Experience working with community organisations, cultural institutions, or public bodies.
- Strong organisational and administrative skills, with the ability to manage competing priorities.
- An understanding of cultural programming or large-scale event delivery.
- Good written and verbal communication skills, with the ability to engage a wide range of stakeholders.
- Strong interpersonal skills and the ability to work collaboratively in a multi-stakeholder environment.
- Attention to detail and ability to track actions, outputs, and progress.
- Commitment to equality, diversity, and inclusion.

Desirable:

- Knowledge of Glasgow's cultural and community landscape.
- Experience supporting monitoring and evaluation processes.

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 stock management
- Proud to contribute – motivated to play a part in delivering a world-class Commonwealth Games for Glasgow