



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Communications Coordinator
Division:	CMO
Department:	Media & Communications
Reports to:	Head of Media and Communications
Location:	Glasgow

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. In under 300 days, 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 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.

Role Summary / Key Accountabilities

The Communications Coordinator will play a vital role in supporting the delivery of Glasgow 2026's communications strategy, helping to shape how the event is perceived by the public, media and stakeholders. This role sits at the heart of a fast-paced, busy press office, responsible for promoting one of UK's largest multi-sport events.

You will support the planning and execution of media relations, press engagement and public relations, helping to ensure consistent messaging, timely responses to media enquiries and the smooth coordination of communications materials across all channels.

This is a hands-on role suited to someone with strong organisational skills, excellent communication abilities and a passion for sport and public relations.

Media Relations & Press Engagement

- Act as a first point of contact for media enquiries, ensuring timely and professional responses.



- Support the drafting, editing and distribution of press releases, statements and media briefings.
- Maintain and manage accurate media contact databases, ensuring GDPR compliance.
- Monitor media coverage and compile daily and campaign-specific press summaries.
- Assist in coordinating media access and accreditation processes for events and press conferences.

Publicity Materials & Event Communications

- Assist in the preparation and approval of publicity assets including images, biographies, fact sheets and background briefings.
- Ensure all materials are delivered to media and stakeholders in line with deadlines and brand guidelines.
- Coordinate the collection and organisation of visual and written content for use in press kits and promotional campaigns.
- Support the development of messaging frameworks and talking points for spokespeople.

Internal Communications & Stakeholder Liaison

- Act as a point of contact for internal teams seeking communications support or guidance.
- Help coordinate messaging across departments to ensure consistency and alignment with Glasgow 2026's values and objectives.
- Support briefing materials for senior staff and spokespeople ahead of media engagements.

Administrative & Operational Support

- Maintain filing systems and shared folders for communications assets and documentation.
- Log and track media enquiries and responses using team systems and tools.
- Assist in the planning and delivery of press events, briefings and stakeholder meetings.

Continuous Improvement & Sector Awareness

- Stay informed on best practices, trends and innovations in event communications and media relations.
- Contribute to a culture of continuous improvement, collaboration and knowledge sharing.
- Support efforts to ensure communications are inclusive, accessible and representative of Glasgow's diverse communities.
- Promote environmentally responsible practices in all communications activities.

The employee will adhere to all OC Health and Safety policies and procedures.

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:

Qualifications



- Degree in Communications, PR, Journalism or equivalent professional experience.

Experience

- Experience working in a press office, communications team or event environment.
- Familiarity with media engagement and public relations strategies.
- Proven ability to work under pressure and meet tight deadlines.

Skills

- Excellent written and verbal communication skills.
- Strong organisational and time management abilities.
- High level of accuracy and attention to detail.
- Proficiency in Microsoft Office and ability to learn new tools quickly.
- Confidence in dealing with media, stakeholders and internal teams.

Values & Behaviours

- Collaboration: Work effectively across teams and with external partners.
- Inclusivity: Champion diversity and accessibility in all communications.
- Sustainability: Support environmentally responsible practices.
- Innovation: Embrace new ideas and technologies to enhance impact.
- Professionalism: Represent Glasgow 2026 with integrity and enthusiasm.

Desirables

- Interest in sport, public events and community engagement.
- Experience supporting large-scale events or multi-agency communications.