



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Project and Contracts Manager, Games Experience
Division:	Games Experience
Department:	Games Experience
Reports to:	Chief Marketing and Communications Officer
Location:	Glasgow

Job Purpose

In July 2026, Glasgow will host the 23rd edition of Commonwealth Games. Approximately 4,000 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.

The Games Experience Division sets the strategic direction for the look, feel and sound of the Games and covers Ceremonies, Sports Presentation, Public Engagement and Festival, Look and Wayfinding and Spectator Experience. The Division works across the OC, with broadcast and stakeholders across the city to bring together the best of sport and culture, creating a Games environment that is celebratory, immersive, Glaswegian and Scottish.

As **Project and Contracts Manager, Games Experience** you will lead the delivery and management of contracts associated with the planning and execution of Games Experience. This role is central to ensuring that contracted services and programs are delivered to a world-class standard.

You will play a pivotal role in bringing the spirit of the Games to life. This is not just a contract management role – it's a chance to shape unforgettable moments for athletes, spectators and fans, local communities and visitors from around the world.

You'll be at the heart of planning and delivering immersive Games-time experiences, managing a diverse portfolio of suppliers, creative partners, and cultural activations. From Opening Ceremony to athlete celebrations, you'll ensure every contract is aligned, every detail is delivered, and every experience exceeds expectations.

If you're driven by precision, passionate about world-class events, and thrive in high-energy environments, this role offers a front-row seat to one of the most exciting projects in global sport.

Role Summary / Key Accountabilities



As Project and Contracts Manager, Games Experience, you will play a vital role in the management of our key contracts and deliverables associated with Games Experience. Reporting directly to the Chief Marketing and Communications Officer, you will bring experience in contract management and project planning to ensure the integration of multiple contracts and the delivery of Games Experience on time and on budget.

Key Responsibilities:

Contract Management & Procurement

- Manage contracts with vendors and service providers across Games Experience domains, including those with embedded partners. .
- Ensure all contracts meet compliance, legal, financial, and risk requirements.
- Track milestones, deliverables, and payment schedules, ensuring adherence to contract terms and internal controls.

Project Planning & Coordination

- Collaborate with internal departments across the OC (e.g., Broadcast, Sports, Transport, Accreditation, Ticketing) to align Games Experience initiatives with overall event operations.
- Lead the development of detailed project timelines, resourcing plans, and performance metrics.
- Monitor progress and adjust project plans as necessary to meet changing requirements.
- Apply structured project management methodologies to plan, execute, monitor, and close projects effectively.
- Coordinate cross-functional teams and ensure alignment with Commonwealth Games delivery timelines and milestones.
- Manage Games Experience reporting schedules and dashboards.

Stakeholder Engagement

- Serve as the point of contact between the OC departments, city partners and contracted partners.
- Facilitate clear communication and expectation setting with all stakeholders.
- Present updates, risks, and recommendations

Budget & Risk Management

- Manage allocated budgets, ensuring cost-effective procurement and spend tracking.
- Identify risks related to contract delivery and implement mitigation strategies.
- Support the CMO in managing reputational, operational, and political sensitivities associated with key projects.

Strategic Planning & Analysis

- Support strategic decision-making through analysis, briefing notes, and options appraisals.



- Monitor project outcomes and performance indicators to assess alignment with strategic goals.
- Contribute to executive reports, board papers, and high-level briefings.

Governance & Reporting

- Ensure robust documentation, governance structures, and reporting frameworks are in place and adhered to.
- Prepare high-quality reports, dashboards, and presentations for senior management and oversight committees.
- Maintain clear audit trails and compliance with internal control standards.

Games-time Operations

- Oversee the operational delivery of contracted Games Experience elements during event-time.
- Troubleshoot issues in real-time to ensure a seamless experience for all Games participants.

Responsibilities of the role will evolve during the lifespan of the OC.

Knowledge & Experience

Essential:

- Proven experience in contract management and project delivery.
- Strong understanding of Games Experience components such as entertainment, cultural activations, and stakeholder services.
- Excellent negotiation, contract, and vendor management skills.
- Highly developed communication and interpersonal skills.
- Exceptional stakeholder management and influencing skills.
- Ability to work under pressure and adapt to the dynamic environment of a major event.
- Proficient in project management tools and contract tracking systems.
- Knowledge of relevant legal and procurement frameworks.
- Demonstrated ability to manage risk-laden or strategically significant projects to successful outcomes.
- Strong analytical and problem-solving capabilities.
- Excellent written and verbal communication skills.

Desirable:

- Experience working in a major event, sport, sponsorship, or entertainment context.



- PRINCE2, PMP, or similar project management certification.
- Understanding of the operational and governance landscape of major sporting events.

Personal Characteristics

- Self-motivated and proud to be part of the experience
- Proactive problem solver
- Natural communicator
- Highly resilient
- Reliable and committed to the success of the team
- Able to deliver excellent results in a fast-paced setting