



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Sponsor Services Coordinator
Division:	Commercial
Department:	Sponsor Services
Reports to:	Sponsor Services Manager
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.

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!

Working as part of the Sponsor Services Functional Area, the Sponsors Services Coordinator will take an important role in the management of sponsors, rights fulfilment and activation maximisation in a leading or supporting capacity. Additionally, this individual will be an internal voice representing sponsors and the sponsorship programme to help achieve positive outcomes.

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

If you have a passion for sport and a drive for excellence and want to be part of creating something truly special, then Glasgow 2026 wants you.



Role Summary / Key Accountabilities

As Sponsor Services Coordinator, you will be required to support the management of sponsors, rights fulfilment and activation maximisation.

Key Responsibilities:

- Build and maintain strong relationships with a portfolio of sponsors, helping them get the most out of their partnership with the Games. For Tier One and Two sponsors, you'll support the Sponsor Services Manager.
- Keep your line manager in the loop on progress, successes, challenges, and how they're being resolved.
- Make sure sponsor handovers from Sponsor Sales to Sponsor Servicing are smooth, professional, and in line with agreed processes.
- Work with sponsors and the Organising Company to launch their sponsorships successfully, ensuring all recognition and branding is correct.
- Keep the Sponsor Services database up to date and accurate.
- Work closely with other teams to make sure sponsor brand approvals and related processes run smoothly.
- Spot opportunities for joint marketing initiatives that benefit both the Games and the sponsors.
- Make sure sponsors meet deadlines for delivering their rights, like tickets, accommodation, hospitality, transport, and accreditation — and offer guidance if they need support.
- Develop a relationship management plan for your sponsors so they feel supported throughout.
- Work with internal teams to ensure everyone is aligned, transparent, and that budgets are tracked properly.
- Provide updates or documents on your sponsors whenever needed.
- Help sponsors complete and sign off their Games Time Operational Plans.
- Support the sponsor workshop series to educate sponsors on their rights, align them with Organising Company projects, and provide a forum for discussion.
- Help organise networking and relationship-building events to strengthen connections between the Organising Company and sponsors, as well as between the sponsors themselves.
- Support, when needed, in developing Sponsor Services policies, Games Time Operational Plans, and in broader Programme Management and Integrated Planning activities for Glasgow 2026.
- Handle general admin and information management tasks as required.
- Take on any other tasks your line manager asks for.
- Adhere to all OC health and safety procedures and protocols.

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



Knowledge & Experience

Skills Required

- Strong communicator, with excellent written and presentation skills.
- Skilled at building presentation documents that are well written and well presented.
- Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks.
- Excellent, interpersonal and negotiation skills, with the ability to influence others and manage relationships.
- Ability to work in a team environment and be a team player.
- Demonstrate a full suite of project management skills.
- Previous experience working in a stakeholder environment and dealing with external clients/partners.
- Some experience in managing sponsors and delivering brand sponsorship rights is an advantage, but not essential.
- Project management in a sport event context is an advantage but not essential.

Personal Characteristics

- Natural communicators, able to build strong relationships with sponsors and colleagues alike
- Highly resilient and able to adapt in a fast-paced environment
- Reliable, committed, and focused on helping the team succeed
- Able to deliver excellent results under pressure
- Self-motivated, proud to be part of the Games experience, and able to think creatively and outside the box