Glasgow 2026 Commonwealth Games – Job Description

Job title:	Executive Office Coordinator
Division:	Chief Executive Office
Department:	Chief Executive Office
Reports to:	Project Manager
Location:	Glasgow (Flexible working options available)

Job Purpose

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

We are seeking a highly organised and proactive Executive Office Coordinator to provide professional and confidential support to the Executive Director and Functional areas within the Executive Office, Office Management, Reception, Health and Safety, Safeguarding, Project Management, Data Protection, and Social Impact.

This is a pivotal role supporting the smooth running of the Executive Office, with a varied workload.

This role is ideal for a self-starter who thrives in a dynamic, high-profile setting and has experience in a supporting role with expectational administrative and organisational skills.

Executive Office

- Provide administrative and executive support to the Director of Executive Office
- Prepare and manage briefing packs, presentations, and key documents for meetings and events.

- Handle sensitive and confidential information with discretion and professionalism.
- Coordination of Training and Awareness campaigns for all areas within Executive Office
- As required support for Social impact

Office Management

- Provide Reception cover and support the daily workspace tasks in collaboration with the Office and Facilities Executive
- Support the planning and delivery of internal meetings and external events as required.
- Support for Facilities Management as required

Project Support

- Assist with the coordination of project related activities, ensuring the team are aligned with operational and communications plans.
- Support projects and tasks as delegated, including research, reporting, and milestone tracking.

Safeguarding, Health and Safety and Data Protection

- Manage the mailboxes ensuring timely completion of tasks and escalations as required
- Manage the Smartsheet's Databases to support the responsibilities of the Executive Office
- Creation of regular reporting for approval by Executive Director

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

Knowledge & Experience

Essential:

- Excellent organisational and time management skills, with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, with exceptional attention to detail.
- High degree of discretion, diplomacy, and professionalism.
- Confident in dealing with senior stakeholders and external partners.
- Strong IT proficiency (Microsoft 365 / Teams / SharePoint / Outlook).
- Flexible, adaptable, and comfortable working in a dynamic, high-pressure environment.

Desirables

- Experience of working within a major sporting, cultural, or multi-stakeholder event environment.
- Creative design skills within PowerPoint
- Smartsheets knowledge

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