

# Programme Delivery Coordinator

<b>Division:</b>	<i>Executive Office</i>
<b>Reports to:</b>	<i>Head of Programme Delivery and Risk</i>
<b>Location:</b>	<i>Glasgow</i>
<b>Contract type:</b>	<i>Full-time employment</i>

## JOB PURPOSE

In July and August 2026, Glasgow will host the 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 more than 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 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.

We're looking for well-organised, passionate, and driven people who are excited to roll up their sleeves and be part of an inclusive, forward-thinking, and sustainable Games. This is your chance to help set the new standard for global events while contributing to the city's rich sporting legacy.

The Programme Coordinator will support the Programme Delivery and Integrated Planning activities to deliver a core set of programme processes that will contribute to the successful delivery of the Glasgow 2026 Games. This role will contribute towards a wide set of activities within the scope of department responsibilities, including supporting the Chief Executive Office.

The support provided by this role will ensure that the OC has the required consistency and rigour applied to project management processes and is fundamental to establishing a new approach to the completion of programme delivery and integrated planning activities for these Games.

This is a unique opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Glasgow on the international stage as well as delivering an event of excellence to athletes and the local community.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

As Programme Coordinator, you will support the Programme Delivery and Risk department initially with administration and coordination support to assist in the delivery of Glasgow 2026. Your primary responsibilities will include engaging with the wider OC to facilitate meetings, workshops and other project-related activities that support the planning and delivery of multiple workstreams. The postholder will have excellent attention to detail and organisational skills and be willing to learn quickly in a fast-paced environment.

### Programme activities

- Support the Programme Delivery and Risk department and the wider OC department's delivery of key operational plans.
- Capture risks and issues linked to key workstream and milestone activity.
- Manage day-to-day coordination of the Programme Delivery and Risk diary, meetings, and working groups, electronic filing and key tasks related to the Department.
- Support delivery of Executive Office priorities, opportunities, and delivery of detailed action plans.
- Support the integrity of key programme documents and plans, ensuring data quality and accuracy.
- Assist with the analysis of plans, dependencies and risks.

### Programme administration, reporting and communication

- Provide day-to-day support across planning, scheduling, reporting and governance activities.
- Track department milestones and key deliverables, monitoring and report on the master programme plan and interdependencies.
- Maintain a suite of project documents, including scopes, plans, calendars, schedules, project/action logs and programme presentations.
- Prepare content for project update reports, including collating, monitoring, and evaluation of data.
- Maintain updated contact information for all stakeholders engaged in programme activities.
- Coordinate and organise key project documentation, filing and document control.
- Work across the projects to support the delivery priorities of individual programmes.
- Work closely with the Executive Office teams to ensure all opportunities are maximised.
- Collaborate with colleagues in other functional areas to help deliver Glasgow 2026's programmes and projects and to provide updates and awareness as required.
- Work with teams across the Organising Company to prepare, log and file supplier contracts, quotes, and invoices. This will include tracking expenses for team.

Responsibilities of the role will evolve during the lifespan of the Organising Company, and it is likely that the role profile will evolve with the changing needs of the OC.

## PERSON SPECIFICATION

### *Knowledge & Experience*

- Experience of working within a fast-paced, multi-disciplined programme is preferred but not essential.
- Experience working as part of a Programme/Project function or environment, any experience or qualification should be referenced in the application.
- High level of administrative, time management and planning skills.

- Excellent attention to detail.
- Ability to organise tasks effectively and deliver to a high standard on time.
- Resilient with an effective approach to resolving challenges and identifying solutions.
- Ability to build relationships, with strong people skills.
- Excellent communication skills, including strong copywriting/presentation skills.
- A focus on teamwork and collaboration to achieve desired outcomes.
- An ability to work with a range of stakeholders while displaying integrity for the role and the organisation.
- Advanced knowledge of Microsoft Office products required (Word, Excel, PowerPoint, and Outlook).
- Experience of working with multiple and diverse range of stakeholders.

### *Desirable*

- Experience of working within a fast paced, multi disciplined programme is preferred.
- Experience using programme management tools (i.e. Smartsheet and Visio).

### *Personal Qualities*

- One Team approach – loyal and respectful to colleagues and partners
- A high level of responsibility and accountability, acting in the interests of Glasgow 2026
- Highly collaborative, taking time to engage with a wider range of individuals
- Results-driven and highly motivated
- Displays a friendly, positive, can-do attitude
- Demonstrates the ability to ‘think big’ and always be creative
- Possesses first-class communication and tactful, diplomatic influencing skills
- An informed, fair decision-maker who places value on equality, diversity and inclusion.
- Calm and resilient under pressure.
- Operate independently to deliver individual responsibilities as well as fully participate as part of the team.