



## Glasgow 2026 Commonwealth Games – Job Description

Job title:	Senior Protocol Manager
Division:	CEO Office
Department:	Strategic Partnerships, Protocol & Stakeholder Relations
Reports to:	Director of Strategic Partnerships
Location:	95 Bothwell Street, 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 200 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 impact, 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.

This Senior Protocol Manager role will lead a high performing team responsible for the planning and delivery of Protocol activity related to the Games. You will be responsible for working with our Organising Company team and Protocol Integration Managers employed by our embedded event delivery partner. The postholder will have experience of leading Protocol at a major event / high-profile project and/or a complex political environment. You will have strong communication and influencing skills, the ability to build confidence with senior leaders, and the stakeholder management skills to maintain a high reputation for the Games.

Our Strategic Partnerships department is based within the CEO office and is at the heart of building the culture, values and ethos required for this world-class event to enhance the city and nation's reputation. You will be working with a passionate team of professionals and leaders who are committed to showcasing Glasgow and Scotland on the international stage as well as delivering excellence for athletes, national partners and our communities.



<b>Role Summary / Key Accountabilities</b>
<b><u>Team leadership</u></b>
<ul style="list-style-type: none"><li>• Lead the Games-wide protocol team, ensuring that all individuals responsible for protocol, deliver high quality work at a fast pace and remain motivated</li><li>• Oversee and implement the Protocol delivery plan; including milestones, dependencies, risks and resourcing requirements</li><li>• Manage the embedded Venue Protocol Managers recruited by our Event Delivery Partner (Trivandi) to ensure one integrated team</li></ul>
<b><u>Stakeholder relations</u></b>
<ul style="list-style-type: none"><li>• Act as senior liaison point between Scottish Government, UK Government and Glasgow City Council to plan dignitary attendance and any security arrangements</li><li>• Provide support to the OC Director of Strategic Partnerships and Commonwealth Sport Deputy CEO on Royal Household information requests</li><li>• Facilitate engagement with international dignitaries, in liaison with Commonwealth Games Associations and the Foreign and Commonwealth Development Office</li></ul>
<b><u>Protocol planning and delivery</u></b>
<ul style="list-style-type: none"><li>• Strategic oversight of our protocol operations planning, providing practical guidance to the team including around venues, workforce, transport, flags and ceremonies</li><li>• Design and deliver a Games time hosting programme to bring invited guests and industry stakeholders to the Games. Working across the Strategic Partnerships team and external partners to ensure alignment with wider activity</li><li>• Manage the ancillary events programme around the Games, ensuring coordination of partner activity, guest lists and operational plans</li><li>• Develop and deliver the Protocol readiness activity to ensure plans are robustly tested, including securing external resource for independent assurance of plans</li><li>• Manage the integration of operational protocol activity delivered by our Event Delivery Partner (Trivandi) to ensure a seamless and integrated protocol functional area</li><li>• Lead on planning and delivery for secondees to support dignitary management</li><li>• Plan the Games time Protocol C3 arrangements</li><li>• Lead Protocol activity in the Games Operations Centre during Games time</li></ul>
<b><u>Communications</u></b>
<ul style="list-style-type: none"><li>• Oversee end-to-end communications with invited guests, dignitaries and accredited stakeholders to provide clarity on Games time opportunities and visits</li><li>• Troubleshoot issues raised by high-profile guests to ensure a positive experience of the Games and rapid resolution of problems</li></ul>



#### External relations

- Deputise for the Director of Strategic Partnerships at meetings with external stakeholders, representing the OC in complex multi-stakeholder forums
- Provide advice and recommendations on stakeholder or protocol issues
- Support the Government Relations team to manage political visits

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

##### You will bring:

- Senior-level experience in protocol, ceremonial or dignitary management within a major event, high-profile project or complex stakeholder environment.
- Inspiring communication skills able to impart complex information with ease.
- Excellent stakeholder management skills, able to engage and influence at all levels
- Strong team management skills with an ability to develop and lead at pace
- Proven experience managing multiple projects with conflicting deadlines, multiple partners and tight timelines
- Political acumen, with an understanding of the functioning of government.
- Knowledge of sport, culture, major events and/or international events.
- Sound decision making, good judgement and excellent attention to detail