



Commonwealth Games 2026 – Job Description

Job title:	Operations Coordinator (Technology)
Division:	Technology and Broadcast
Department:	Technology
Reports to:	Head of Technology Operations
Location:	Glasgow based

Background to the 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 400 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, 'Clyde Built' 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.

The Operations Coordinator (Technology) will work across the Technology and Broadcast Division, supporting the planning, coordination, and delivery of core solutions that underpin the Glasgow 2026 Commonwealth Games. This role sits within a dynamic and evolving environment shaped by the Glasgow 2026 collaborative delivery model, where responsibilities are shared across a network of delivery partners rather than managed solely by a traditional central Organising Committee.

As the Operations Coordinator (Technology), you will play a key role in ensuring the Division keeps plans on track, documentation aligned, and partners connected across all phases of delivery.

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

Role Summary / Key Accountabilities

The successful candidate will be responsible for:



- Providing support across the Technology and Broadcast Division in planning, tracking, and coordinating key operational documents, processes and timelines.
- Managing specific tasks and supporting cross-departmental processes, identifying and resolving operational challenges.
- Preparing documentation such as reports, briefing papers, and presentations for internal and external stakeholders.
- Coordinating the communication and dissemination of key information across the Organising Company and with delivery partners.
- Organising and attending meetings, workshops and events as required, including note taking, recording decisions and tracking action points.
- Monitoring shared project timelines, identifying risks and dependencies, and escalating issues where appropriate.
- Providing Games-time support within the Technology Operations Centre and at venues, where required.
- Carrying out other duties as reasonably requested.

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

Knowledge & Experience

Essential:

- Excellent organisational, documentation, and stakeholder management skills.
- Ability to work both independently and collaboratively within hybrid and remote team environments.
- Strong interpersonal skills and the ability to build effective relationships at all levels.
- Excellent attention to detail and ability to deliver high-quality work to tight deadlines.
- A proactive and collaborative approach to working with people from diverse backgrounds.
- Proven ability to perform effectively in fast-paced, dynamic environments.
- High level of administrative, time management, and planning skills.
- Proficient in Microsoft Office products (Word, Excel, PowerPoint, and Outlook).

Desirable:

- Background in multi-sport events, festivals, or large-scale projects
- Experience in one or more of the following areas:
 - Games systems such as accreditation or volunteer management platforms.
 - Timing, Scoring and Results
 - Venue Technology
 - Broadcast operations



Personal Characteristics

As an organisation we are looking to speak to candidates that are:

- Collaborative Communicators: Builds strong partnerships, engages across teams, and contributes to collective success with a positive, can-do attitude.
- Results-Driven and Reliable: Delivers high-quality outcomes under pressure, remaining calm, resilient, and committed to team goals.
- Adaptive and Flexible: Thrives in an evolving event environment, adjusting to new structures, priorities, and workflows as needed.
- Detail-Oriented and Accountable: Manages complexity with precision, ensuring systems and processes remain on track and fully operational.
- Purpose-Led and Inclusive: Aligned with Glasgow 2026's mission of creating an inclusive, community-first Games, with accessibility and equity at the forefront.