



Commonwealth Games 2026 – Job Description

Job title:	Coordinator, Hosted Events – Strategic Partnerships
Division:	CEO Office
Department:	Strategic Partnerships
Reports to:	Manager, Hosted Events
Location:	Glasgow

Background to the 2026 Commonwealth Games

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in an 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 Limited, the Organising Company (the OC), is organising the Games along with the Commonwealth Games Federation (CGF) and Commonwealth Games Scotland (CGS). Each has key parts to play in the planning and delivery of the Commonwealth Games - individually and collectively - to ensure that Glasgow 2026 is a huge success.

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.

The Results Manager is responsible for overseeing the delivery of timing, scoring, and results technology services working closely with technology partners, internal teams, and external advisors to design, plan, implement, and manage Games-critical systems and activities.

This role offers the successful applicant the opportunity to contribute to a new and innovative approach to planning and delivering the Commonwealth Games, supporting the development of optimised Games-time solutions, and challenging previous Games' norms.



Role Summary / Key Accountabilities

Working as part of a small team and reporting to the Hosted Events Manager, this role will support the effective planning and operational delivery of the Glasgow 2026 hosted events programme, ensuring a seamless, secure and high-quality experience for guests of the Organising Company. Working at the intersection of partnerships, and operations, you will have razor sharp attention to detail, excellent administrative skills and the ability to work across a wide range of stakeholders and tasks simultaneously.

OC Hosted Events Programme

- Support the delivery of the Organising Company's hosted events programme, including receptions, showcases, observation tours, briefings, and sport fixture experiences
- Support the planning and operational delivery of the hosted events programme, providing effective administrative support and coordination
- Ensure event programme requirements are appropriately communicated, agreed and delivered to a high standard across venues, suppliers and stakeholders.
- Coordinate across functional areas within the Organising Company to ensure smooth, joined-up event operations - this includes Protocol, Accreditation, Ticketing, Venue Operations, Hospitality and Sponsor Services,
- With great attention to detail, maintain and co-ordinate the central guest list/CRM, event invitation lists, approvals, invites and tracking.
- Ensure clarity in all communications to guests
- Coordinate guest welcome/registrations and issue of tickets/accreditation on the ground
- Support the creation of delegate journeys and itineraries, ensuring each delegate's experience is seamless
- Ensure event experiences communicate the correct narrative and are appropriately branded.

Planning, Governance & Risk Management

- Coordinate and maintain operational plans, schedules, trackers and budgets for hosted events and guest programmes
- Support the creation and update of event risk assessments
- Ensure health and safety requirements are delivered and adhered to
- Contribute to Games readiness activity to ensure preparedness for Games time
- Support compliance with governance, accreditation, data protection and reporting requirements

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.



Knowledge & Experience

Essential

- Event coordination experience
- Ability to effectively coordinate a wide range of activity and stakeholders simultaneously
- Strong, accurate administrative skills
- Strong written and verbal communication skills
- Excellent Microsoft Office skills (Word, Excel, PowerPoint, Outlook) – with advanced Excel
- Experience of working with CRM and/or complex guest lists and databases

Desirable

- Experience in partner relations or stakeholder engagement, ideally in a major events environment

Personal Characteristics

Personal Characteristics

- Adaptable, solutions-focused team player
- Calm and resilient under pressure, with strong attention to detail
- Commitment to equity, diversity and inclusion
- Collaborative and confident, with the ability to build positive relationships
- Passionate about delivering exceptional experiences
- Welcoming and well presented