



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Accreditation Coordinator
Division:	Operations
Department:	Accreditation
Reports to:	Accreditation Operations Manager
Location:	Glasgow

Job Purpose

In July 2026, Glasgow will host the 23rd edition of 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 around 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.

The **Accreditation Coordinator** will support the delivery of the Games-wide accreditation operations strategy, ensuring effective coordination of services across all accreditation facilities for the Glasgow 2026 Commonwealth Games.

This role will contribute to the implementation and delivery of the Accreditation Operations Plan, ensuring it meets the requirements of the Games. The Coordinator will play a key role in supporting the Accreditation Operations Manager with detailed planning and execution across all accredited non-competition venues.

The Accreditation Coordinator will be an integral member of a high-performing team, contributing to the identification and resolution of operational challenges, demonstrating strong attention to detail, sound judgement, and confidence in a fast paced environment.

Role Summary & Key Accountabilities

The Accreditation Coordinator will provide essential administrative and operational support to ensure the smooth and accurate processing of accreditation data for designated client groups.

The role requires you to:

- Support the planning, development, and implementation of the operational planning process for the Accreditation functional area, defining requirements for accreditation services at each facility (including space, technology, FF&E, and power)



- Assist the Accreditation Operations Manager in the development, design, and implementation of operational plans across all accreditation facilities
- Ensure accreditation services are delivered in line with required service levels across all facilities (competition and non-competition venues)
- Ensure accreditation processes are delivered consistently and efficiently across all locations
- Build and maintain effective working relationships with Glasgow 2026 functional areas and external stakeholders supporting accreditation operations
- Coordinate the production of accreditation-specific consumables (e.g. paper, laminates, lanyards)
- Deliver training on accreditation policies and procedures to the wider Accreditation team
- Develop and implement role-specific training for Accreditation volunteers
- Represent the Accreditation function in Games-wide planning activities
- Support test events, rehearsals, and operational readiness activities
- Identify and resolve accreditation issues promptly and effectively
- Maintain accurate records of issues, actions, and resolutions

Responsibilities will evolve throughout the lifecycle of the Organising Committee, and the role profile may be adapted to meet the changing needs of the Games.

Knowledge & Experience

Essential:

- Experience operating in a dynamic, fast-paced and high-pressure events environment
- Ability to foster strong working relationships with internal and external stakeholders at all levels
- Experience collaborating with multiple teams and partners to successfully achieve mutual objectives
- Strong analytical and problem-solving skills
- Excellent attention to detail with strong IT skills
- Experience of data management and a commitment to confidentiality and data privacy
- Ability to exercise sound judgement and prioritise conflicting demands
- Knowledge and understanding of multi-sport events and the stakeholders involved in delivering such projects.



Desirable:

- Flexible and creative in your delivery approach
- Experience of building relationships with diverse stakeholder groups, across various cultural and professional backgrounds, with the ability to tailor communication to different audiences

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
- Strong communicator – adapts communication style to suit different client groups and situations.