

Role: Commonwealth Games, Assistant Event Manager
Reports to: Commonwealth Games Event Manager
Location: Scottish Event Campus, Glasgow, site-based role

Role Summary

To work as part of the SEC Glasgow 2026 Commonwealth Games team (lead team) and in collaboration with the Event Delivery Partner (EDP) and the Organising Company (OC) to provide the required support in relation to all aspects of event operational planning and delivery of the Games in Glasgow.

The lead team's key function is to coordinate the delivery commitments for the Games, whilst maximising the benefits and legacy of the event being hosted on campus.

Glasgow 2026 will take place from 23 July – 2 August 2026. Six of the ten sports and the opening ceremony are being hosted at the SEC meaning SEC will be the main hub for the event.

Key Responsibilities

Planning

- Assist the Event Manager and full lead team in all aspects of the event planning, delivery, and venue operations to ensure smooth and efficient execution.
- To support the lead team and wider SEC colleagues to ensure we are upholding effective governance, coordination, and oversight in the delivery of SEC's commitments as a host venue for the Games.
- To assist the lead team in the planning and coordination of all phases of the event, from planning, build/break and delivery, providing support to ensure compliance with all relevant regulations, legislation, policies and procedural requirements.
- To support in the development and coordination of key event documentation and bespoke processes that have been developed for the event, supporting clear communication and training if required to the wider SEC team, contractors and partners.
- To assist in the proactive, efficient cost management and accurate budget processes across all phases of the event, supporting improved margin where possible.
- To help the Event Manager, lead team and client to identify and resolve risks associated with event planning, including those related to health and safety, ensuring appropriate reporting and compliance.
- To support team collaboration across all SEC departments and event stakeholders in relation to event planning and delivery, promoting positive issue resolution.
- To support the Customer Experience Team in mapping and improving the journeys of multiple client groups during the Games, helping to identify key customer touchpoints and promote a high standard of service that reflects the SEC's commitment to delivering an exceptional event experience.
- To support the full lead team in the facilitation of requested and approved site visits that support Games wide stakeholders.
- To support the Event Manager and Team Manager with the day-to-day guidance of event planning related tasks for the Commonwealth Games Event Coordinators.
- Undertake additional responsibilities as required to support the successful delivery of event and organisational objectives.

Mobilisation and Readiness

- To support the lead Team in the planning and delivery of SEC venue preparations and enabling works, assisting with pre- and post-tenancy plans to facilitate the bespoke use of spaces in line with event requirements.
- To support the lead team with appropriate representation at any forum / session aimed at preparing for the Games delivery. This could include testing and exercise sessions, tabletop sessions.
- Assist in the preparation and production of reports to demonstrate SEC readiness for the Games.
- Support the lead Team in the development on internal SEC Guidelines and communication resources that enable internal training and awareness of the Games.

Game Time

- Assist in the delivery of a games time role as required by the lead team and is identified in line with the confirmed delivery structure model at the Games time phase. Supporting and being aware of the SEC's Incident Response and role requirements for the event and positioned to react in the event of an unplanned incident.
- To support the lead team and delivery role requirements with proactive identification and reporting of health & safety risks associated with delivery, ensuring public and occupational risks are efficiently managed and escalated as required.
- Assist in the reporting strategy for Games time including supporting the C3 plan and utilisation of any logging / reporting system.

Decommissioning

- Support the production of any post Games report and de-brief.
- Support the production of Games transfer of Knowledge.

Required Skills and Experience

- Previous experience within venue management or live events planning and delivery
- Event based HE/FE qualification is preferred but not essential
- To be aware of the E-Guide along with event industry knowledge
- Foundational understanding of the principles of Event / Venue Management, including key aspects of Event / Health and Safety
- Planning and Organisational skills and thorough attention to detail
- Strong Communicator
- Teamwork and collaboration
- Problem Solving
- Be flexible as evening and weekend working will be required

Key Competencies

- Motivated
- Reliable
- Strong Communication skills
- Team Player
- Proactive attitude