

Role: Commonwealth Games, Event Coordinator
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

- To support the Event Manager, Assistant 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 support the lead team in the planning and coordination of all phases of the event, from planning, build/break and delivery.
- To lead on 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 support the Event Manager, Assistant Event Manager and lead team to collaborate across all SEC departments and event stakeholders in relation to event planning and delivery, promoting positive issue resolution.
- To support the Event Manager and Assistant Event Manager to map the Customer journey 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.
- Support the maintenance of reports on the progress of all Games-related activity, across all phases, to be included in wider SEC departmental reports.
- Provide administrative support tracking agreed event budget to maximise margins, identify efficiencies and monitor budget risks/issues and report accordingly.
- To lead and manage the facilitation of requested and approved site visits that support Games wide stakeholders. Ensuring appropriate liaison with stakeholders, gaining approvals, maintaining the client visit list and adhering to all venue site rules.
- Provide the lead team administrative support across all areas of planning & delivery for the event.

- Undertake additional responsibilities as required to support the successful delivery of event and organisational objectives.

Mobilisation and Readiness

- Support with the facilitation of any activities aimed at preparing for the Games delivery. This could include facilitating testing and exercise sessions or tabletop sessions.
- Support the lead team in the development on internal SEC Guidelines and communication resources that enable internal training and awareness of the Games.
- To play an active role in the SEC's Incident Response Plan by participating in training, testing, and live response exercises to maintain readiness.

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.
- Support the full delivery team to identify, monitor, and address health and safety risks, ensuring public and occupational risks are efficiently managed, reported and escalated in line with relevant procedures to maintain compliance.
- Support in the reporting strategy for Games time including supporting the C3 plan and utilisation of any logging / reporting system.

Decommissioning

- Support the Event Manager in the production of any post Games report and de-brief. Support the lead team in the production of Games transfer of Knowledge

Required Skills and Experience

- Prior experience of working in the events industry or a fast-paced environment
- To be able to demonstrate event industry knowledge
- Planning and Organisational skills and thorough attention to detail
- Strong Communicator
- Teamwork and collaboration
- Problem Solving
- Have previous experience in a similar environment
- Be flexible as evening and weekend working will be required

Key Competencies

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