

# Commonwealth Games England

## Games Delivery Coordinator

**Salary:** £22,000 - £25,000

**Duration:** This is a fixed term contract role until 30<sup>th</sup> September 2026



## The Commonwealth Games

The Commonwealth Games and Youth Games are about more than sport. In Birmingham 2022 there were more medals available to women than men, and The Games set new benchmarks in innovation, inclusivity, and sustainability, leaving lasting legacies for the people and economies in the regions that host them. Unlike the Olympics and Paralympics, the Commonwealth Games sees para-sport and non-disabled sport running simultaneously. The Birmingham Games delivered the largest integrated para-sports programme of any Games to date with 59 medal events across eight para sports and reinforced the values of inclusivity across the “friendly” Games culture.

Glasgow is now confirmed as the host city for the 2026 Commonwealth Games from 23<sup>rd</sup> July – 2<sup>nd</sup> August. Up to 3,000 athletes from 71 global and diverse teams will take part across an integrated 10 sport and para-programme, at world class, prominent venues across the city. Building on its reputation from hosting the games in 2014, Glasgow will once again deliver an inspirational and memorable event, celebrating sport, culture and community.

## Commonwealth Games England (CGE)

CGE leads and manages the participation of Team England at the Commonwealth Games, and works closely with each sport’s National Governing Body (NGB), our funding partner Sport England (SE), the Games’ Organising Committee, the Commonwealth Games Federation (CGF), and corporate partners. We help deliver excellent performance environments; represent England effectively within the CGF; and raise the profile and reinforce the value, reputation, and future of this great sporting spectacle.

CGE recognises and embraces the diversity of England and celebrates the many benefits it offers us as a nation and organisation. We are committed to encouraging equality, diversity, and inclusion in all our policies, processes, procedures, practices, and people development.

## Job Purpose

The Games Delivery Coordinator will report to, and work closely with, CGE’s Operations Manager to ensure an exceptional operational delivery for Team England at the 2026 Commonwealth Games in Glasgow. The delivery of a Commonwealth Games is complex, and this role requires a high level of flexibility as the working environment and remit continues to evolve through the months leading into, and throughout G2026.

This role will support across several functions related to the preparation and delivery of Team England to the Commonwealth Games.

## Games-time role

The Games Delivery Coordinator role will have a key games-time role. Due to ongoing and developing plans, specific games-time responsibilities will be confirmed in due course.

## Accountabilities

**Pre-Games:** Key responsibilities include:

Supporting the Games Delivery team on several aspects of team preparation and Glasgow projects as required.

- Support with administrative and operational planning across the Team England physical footprint as required in Glasgow.
- Support Team kit order requirements and the distribution plan and delivery, including the recruitment and mapping of the volunteer workforce required for 'Kitting Out'.
- Support the Operations Manager and Sport Team Leaders with collecting athlete and team official information that is required to gain accreditation for games attendance through the data management system / portal.
- Support the Operations Manager with Arrivals and Departures of the Team England delegation to and from the Commonwealth Games - including as required flights, trains and ground transport.
- Work with the Operations Manager on all NGB / Stakeholder ticketing orders and establish distribution processes.
- Work with the Operations Manager to track project budgets, process invoices and reconciliation of spend
- Work with CGE's environmental sustainability partner to track the team's carbon footprint, and feed in necessary detail to support CGE working towards achieving carbon footprint goals.
- Provide support for offsite meetings, conferences and events as required.

## Role Details

**Location:** Your normal place of work will either be at the Commonwealth Games office in London or at home. There is currently a requirement for staff to be in the office 2 x week. Please note, the time in the London office may increase nearer games time.

## Person Specification

Criteria	Essential	Desirable
<b>Experience/Knowledge</b>		
Previous experience in event coordination or similar role	X	
Interest in international sport / events / competitions		X
<b>Skills</b>		
Highly organised with strong administrative and planning skills	X	
Able to plan and prioritise tasks	X	
Excellent attention to detail	X	
<b>Behaviours / Competencies</b>		
A strong and clear communicator	X	
Confident and comfortable working in a team or in an individual environment		X
Has a 'can do' attitude and is solution focussed	X	
Able to operate under pressure		X

## Equal Opportunities Policy

Commonwealth Games England (CGE) is an equal opportunities organisation and is committed to providing equal opportunities to all employees and potential employees. This includes the recruitment, selection, training, work conditions and career management/ promotion of employees.

Commonwealth Games England opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability and is committed to eliminating discrimination and harassment in the workplace.

CGE is Disability Confident. We welcome applications from all qualified candidates and can provide reasonable adjustments throughout the recruitment process and during employment.

## How to apply

To apply for the role, please send a CV and covering letter to [recruitment@teamengland.org](mailto:recruitment@teamengland.org)

Please also complete the anonymous Diversity monitoring form via this link.

<https://forms.office.com/e/4Gvy3SwzfS>

Closing date: Monday 13<sup>th</sup> January (5pm)

Interviews are likely to take place on Tuesday 21<sup>st</sup> / Wednesday 22<sup>nd</sup> January, preferably in person at the Commonwealth Game England Office in London.

Virtual interviews can be arranged and for questions about accessibility or to request adjustments, please contact Commonwealth Games England via the email address above.