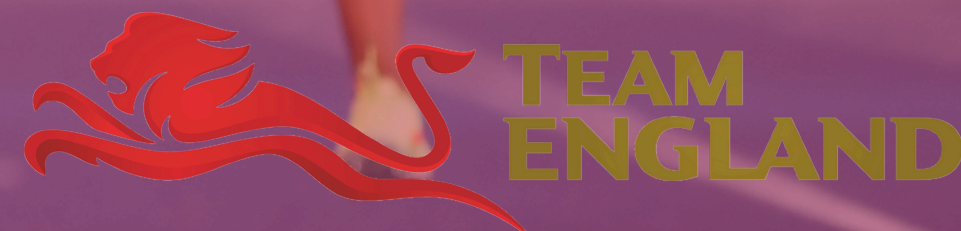


Games Delivery Coordinator

(Fixed Term Contract)

level=



ABOUT US

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 23rd July – 2nd 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.

The 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 DESCRIPTION

Job Title: Games Delivery Coordinator
Salary: circa £23-25,000 pa plus benefits
Location: Commonwealth Games England Office in London or at Home. Staff are currently required to be in the office 2 x week. Please note, time in office will likely increase closer to Games time
Contract: Fixed term full-time contract of 35 hours per week, until 30 September 2026

JOB PURPOSE

The Games Delivery Coordinator will report to, and work closely with, CGE's Games Services Manager to ensure an exceptional operational and sporting 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.



JOB DESCRIPTION CONT.

KEY RESPONSIBILITIES

- 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 the Games Services Manager on the logistics and operational requirements for Sport Team Leader and Team Behind the Team (volunteer) Workshops, including accommodation, conferencing spaces, catering and transport.
- Support the Operations Manager with procurement and ticketing requirements for the Games.
- Support the Sport Manager on the delivery of the Glasgow Ready programme.
- Work closely with the Kings Baton Relay (KBR) project manager
- Attend KBR meetings to understand the logistics and operational requirements.
- Work with KBR project manager to understand the route, the size of our team travelling on the relay and what bookings are required.
- Take responsibility for these bookings covering all accommodation, transport, catering, kit requirements for the event.



JOB DESCRIPTION CONT.

KEY RESPONSIBILITIES CONT.

- Work with the Games Services Manager to track project budgets, process invoices and reconciliation of spend.
- Support the Head of Programme Management with CGE's strategic initiatives across equality, diversity and inclusion as well as environmental sustainability.
- Provide support for offsite meetings, conferences and events as required.

KEY ATTRIBUTES

- Previous experience in event coordination or a similar role
- Interest in international sport, events, or competitions
- Highly organised with strong administrative and planning skills
- Ability to plan and prioritise tasks effectively
- Excellent attention to detail
- Strong and clear communicator
- Comfortable working both in a team and independently
- Positive, proactive attitude with a focus on solutions
- Ability to operate effectively under pressure



JOB DESCRIPTION CONT.

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.





THE LEVEL= PROCESS

Commonwealth Games England are delighted to partner with level=, a consciously inclusive talent acquisition solution, to ensure fairness within the recruitment process by creating a level playing field for all to be treated as 'level equals'.

The level= hiring process is robust, researched and reliable, meaning your job search will be supported in an inclusive and fair way. This uses a different approach than the traditional application methods – this is because traditional processes (like standard CV screening) can lead to biased decisions. The level= process helps to eliminate bias from the application process. Find out how to apply to see how this works...



HOW TO APPLY

Getting started

You'll be asked for your contact details and provided with a unique application link by email that you can use to access your application at any time.

Tell us about yourself

You'll begin the application by giving us some information about yourself including your name, contact number and any other information that may be part of the criteria for the role. You'll also be asked to complete an anonymous Equal Opportunities questionnaire, including gender identity, age, ethnicity, disability status and socioeconomic status. This helps to assist organisations in learning how to attract and hire the best and most diverse candidates. It also helps to ensure hiring is as fair as possible.

These questions are asked upfront so that organisations can analyse whether there are stages in the application process where candidates of particular groups are likely to drop out, and therefore assist in improving the process for all. These questions are designed to help organisations learn about multiple dimensions of diversity on an aggregated and anonymised basis, (so the data isn't identifiable to you as a candidate), but you do have the option to skip these questions if you'd prefer.

Work sample tasks

You will then be asked to complete work sample questions, instead of subjecting your CV to screening.

Evidence shows that CVs are a poor indicator of performance and allow bias to affect choices when it comes to reviewing applications. These questions ensure that your application isn't subject to bias in the review process, and looks to assess whether you'd be a good fit at the organisation to which you are applying. Your answers are reviewed and assessed by a diverse panel using a defined review guide focusing on skills that are important to the job.

Work samples are job-specific questions that test candidates on the skills needed to succeed in the role and are reflective of what the job actually entails.

Four methods are used to systematically remove bias from reviewing process:

- 1. anonymisation** – removing all personally identifiable information from an application.
- 2. chunking** – cutting each application into chunks and then comparing them across candidates, rather than reviewing an entire application in one go.
- 3. randomisation** – jumbling up the order in which chunks are evaluated so that order effects are averaged out
- 4. wisdom of the crowd** – getting more than one person to review each chunk helps to average out subjectivity for a more accurate assessment of merit

HOW TO APPLY CONT.

Interview Day

Once you submit your application, the hiring team will carefully review and you will be notified via telephone or email regarding the outcome. If you are successful in progressing to the next stage, you will be invited to attend an interview day in London. Should you be selected for this stage, you will receive further details, including the exact location and agenda of the interview day, along with any necessary preparation materials.

Candidate feedback

Throughout the process, you'll be provided with automated, personal feedback, which shows how you performed on each of the skills you were tested on. Even if you don't get the job, it helps to highlight skills that you may need to develop, and can help you to determine the type(s) of roles that might not be the right fit for you. If you are successful in securing the role, level= will be in touch with a formal offer, and to answer any questions you may have. Whether you are successful or not, you will have the opportunity to provide feedback on your experience, so that we can assist with any further questions you may have, and help level= improve their service.

What happens next?

If you would like to apply for the role, please follow the link provided to you by the level= team, hit the 'apply now' button.

If you have any questions, please feel free to contact level= using the details below.

If you require any accommodations for the interview process that you would like us to be aware of, please also let us know.

Closing date for applications: Wednesday 25th June 2025 at 5pm

Closing date for work sample submission: Friday 27th June 2025 at midday

Interview Date: Wednesday 16th July 2025

Contact us?

E: hello@levelequals.com

T: 020 8159 8656

W: www.levelequals.com

