Glastonbury Festival 2027 – Site Contract and Breathalysing Co-Ordinator – Fixed Term Contract

Based at	Worthy Farm, Pilton, Somerset, BA4 4EE
Reporting to	Site Manager
Duration	26th April – 2nd July 2027
Hours	5 days per week in May, with days increasing throughout June. *Full-time role primarily based at Worthy Farm Offices. During the busy period additional hours may be required with evening and weekend work expected during June and early July.*
Pay rate	£17 per hour

Duties:

We are seeking a highly organised Passes and Breathalysing Co-ordinator to support our site team. Based in an extremely busy site office, this role is responsible for coordinating passes for vehicles, crew and contractors, checking breathalyser results daily, and liaising with relevant teams and HR regarding any issues. The successful candidate will frequently be managing competing demands and being pulled in multiple directions, so they must be able to prioritise effectively, communicate confidently with a wide range of people, and maintain excellent administration and accurate records under pressure.

Main duties of the successful applicant:

- Coordinate the preparation, issue, amendment and return of the relevant vehicle, crew and contractor passes, ensuring that the correct people and vehicles are authorised to access the site.
- Maintain accurate and confidential records, checking information and authorisation before passes are issued.
- Check breathalysing results daily, ensuring that records are complete, accurate and reviewed promptly.
- Liaise with relevant teams and HR regarding missing, incomplete or concerning breathalysing results.
- Escalate any issues identified in the daily results to the appropriate team and HR in line with the agreed process.
- Act as a helpful first point of contact for passes enquiries from departments, crew and contractors.
- Support the Site Office team with general administration and maintain high standards of organisation throughout the event.

Other duties to include.

- Liaise with department leads to obtain approved crew and contractor lists and resolve missing or conflicting information.
- Prepare passes and supporting paperwork within agreed deadlines, applying the correct access levels and validity dates.

- Monitor the daily return of breathalysing results and follow up with teams where information is outstanding.
- Communicate clearly and discreetly with teams and HR when resolving queries or issues relating to results.
- Protect personal information and restrict access to pass and testing records in accordance with data-protection requirements.
- Respond professionally to changing priorities and assist with other reasonable site-office duties when required.

Requirements

- Friendly, approachable and confident when dealing with a large number of people across different teams, departments and contractor organisations.
- Highly organised and able to prioritise effectively while managing a heavy workload, competing demands and frequent interruptions.
- Excellent administration and record-keeping skills, with a consistently high level of accuracy and attention to detail.
- Able to follow procedures consistently and escalate concerns appropriately.
- Calm, tactful and professional when managing queues, sensitive conversations or high volumes of enquiries.
- Confident using standard office systems and able to review, record and communicate breathalysing results accurately.
- Flexible working hours, including evenings and weekends during the busiest period.

Additional Info:

The role will involve some weekend work over the festival period. The role is based at our offices in Pilton.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you require any reasonable adjustments as part of the recruitment process or when employed, then do let us know.

In order to work for Glastonbury Festival, you must have the Right to Work in the UK. Individuals from outside the UK must be in possession of a work permit to allow them to take up employment. For more information, please visit the Government's Working in the UK website. As most roles are for a short period, our ability to gain a UK work permit for potential employees from outside the UK is extremely limited.

Information submitted via this application is held by Glastonbury Festival Events Limited under the provision of the General Data Protection Regulation for a maximum of 12 months. We will process your information in accordance with our privacy policy, and we will not pass your details on to any other organisation. For more information, please visit https://glastonburyfestivals.co.uk/privacy-policy/

For further information and to apply, please email a copy of your CV and covering letter to **hr@glastonburyfestivals.co.uk by 30th November 2026**