

Appointment of

# Director of Operations

May 2025  
Reference: OBUBA



THE CENTRE FOR  
**LONG-TERM RESILIENCE**



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# A Letter from the Chief Executive

Thank you for considering the Director of Operations role at CLTR.

I have had the privilege of leading CLTR for the past five years and we are now at a critical juncture where we need more senior strategic operations delivery and support. This is a crucial role for the whole team.

You will be based in our office in the heart of Whitehall, joining a team of 17 exceptionally talented, kind and motivated people on a mission to transform global resilience to extreme risks. For us, our work is more than just a job. We are all driven by what we see as two of the most profound risks of our time. These challenges are not just theoretical — they are real threats, and effective governance around them today could make us all much safer.

The first is AI, including risks arising from unsafe or unethical uses of AI, from AI systems behaving in unintended ways in high-stakes domains, and from the broader impacts of AI on the economy and society. The second is biosecurity, including risks arising from naturally-occurring pandemics, laboratory leaks, bioweapons and ‘dual-use’ research. To help build this resilience to threats, CLTR also focuses on risk management — the process of both transforming risk governance, and of identifying, assessing and mitigating the threat posed by all extreme risks.

Since our inception five years ago, we’ve established ourselves as global leaders in this space, influencing policy at the highest levels. Currently, we’re contributing to the development of a potential forthcoming AI Safety Bill and supporting implementation of the UK Government’s ambitious biosecurity strategy. We’re also helping to shape initiatives led by the EU and the OECD, and exploring working with AI companies on their risk management structures.

This is a pivotal moment to influence global AI safety and biosecurity policy. If you share our passion for this mission and believe you can contribute to our goals — even if you feel you might not meet every single requirement — I encourage you to apply. We genuinely value diverse perspectives and would love the opportunity to consider your application.

Looking forward to the possibility of welcoming you to our team!

**Angus Mercer**  
Chief Executive



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# Introduction

CLTR is an independent think tank with a mission to transform global resilience to extreme risks. We do this by working with governments and other institutions to improve relevant governance, processes, and decision making.

**Our vision is a safe and flourishing world with high resilience to extreme risks**, such as those from pandemics and emerging technologies.

We focus on two areas of risk where effective governance today could substantially mitigate both current and future threats: **artificial intelligence (AI)** and **biosecurity**.

To help build this resilience, we also focus on risk management more broadly — the process of both transforming risk governance, and of identifying, assessing and mitigating all extreme risks.

Our multidisciplinary team is strengthened by brilliant operations and fundraising units, and a strategy unit which aims to enable a thriving, growing and impactful team.

We have three organisational values which guide our behaviour: **people first, targeted real-world impact; and integrity**.





# About Us

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Our work is currently focused on three key domains, each chosen for their potential to substantially reduce future global harm if addressed proactively.

We support the safe and responsible development of artificial intelligence, recognising both the transformative potential and the profound risks posed by increasingly powerful AI systems. We advance policies that strengthen global biosecurity, seeking to reduce the likelihood and impact of biological catastrophes—whether naturally occurring or engineered. And we work to improve how governments manage extreme risks more broadly, helping to build institutional frameworks that are robust, forward-looking, and fit for the future.

At CLTR, we are proud of the strength, commitment, and diversity of our team. Our colleagues bring experience from across academia, science, government, healthcare, non-profit organisations, and the private sector. We are united by a common belief in the importance of long-term thinking and the responsibility we share to help prevent avoidable global crises. Our internal culture reflects this ethos: we

strive to be kind, intellectually honest, and collaborative, and we place a strong emphasis on personal wellbeing, learning, and professional growth.

Integrity, people-first thinking, and real-world impact are at the heart of everything we do. These values are not simply words on paper—they shape the way we work every day, both internally and with our external partners. We are committed to maintaining a supportive and inclusive workplace where everyone is empowered to contribute meaningfully and to grow alongside the organisation.

Joining CLTR at this pivotal moment offers a compelling opportunity to lead within a mission-driven organisation that is both highly ambitious and grounded in practical, meaningful action. If you are inspired by the prospect of tackling some of the world's most pressing challenges—and doing so with a brilliant, thoughtful, and deeply committed team—we would be delighted to hear from you.



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# About Us

We help governments and other institutions transform resilience to extreme risks by:

- Helping decision-makers and the wider public to understand extreme risks.
- Providing expert advice and red-teaming on policy decisions.
- Convening cross-sector conversations and workshops related to extreme risks.
- Developing and advocating for policy recommendations and effective risk management frameworks and systems.
- Providing an exchange for specialist knowledge, including by facilitating expert placements into government.

## Artificial Intelligence

Risks stemming from improper application, unintended behaviours of AI systems in critical domains, and the broader socioeconomic impacts of AI on both the economy and society.

[EXPLORE AI](#)

## Biosecurity

Risks arising from natural pandemics, laboratory leaks, bioweapons, and 'dual-use' research — advancements with the potential for both beneficial and harmful applications.

[EXPLORE BIOSECURITY](#)

## Risk Management

Global-reaching, high-impact threats possess the potential to cause widespread devastation to both lives and economies on a global scale.

[EXPLORE RISK MANAGEMENT](#)

# Our Team

“Working within the Operations team at CLTR is dynamic, engaging, and full of variety. No two projects are ever the same, and there’s no such thing as a typical “day-to-day.” The team is built upon a diversity of strengths, and we work hard to ensure we align our people with tasks that match their interests and expertise. This thoughtful approach not only brings out the best in each person but also makes every contribution high value.

The Operations team is generally highly independent, with members trusted to take ownership of their tasks. Collaboration happens naturally—whether it’s sense-checking tricky problems, sharing insights, or learning from one another. This culture of openness and mutual support fosters both personal and professional growth.

What makes working with the team truly special is the strong sense of purpose that underpins everything we do. We often collaborate with the broader team outside of operations. This means that even administrative tasks feel deeply connected to CLTR’s mission, creating an environment where every effort feels impactful.

Ultimately, working with the Operations team is about being part of something bigger—a group of passionate, driven people who genuinely care about making a difference. It’s a place where your skills will be valued, your ideas will be heard, and your work will contribute to CLTR’s mission to build resilience against the world’s most extreme risks.”

*Lydia Preston*  
*Policy and Operations Strategist*



# The Role



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Under the leadership of Angus Mercer, CLTR has grown into an organisation with a £3.5 million annual budget, supported by philanthropic grants and operating with flexibility afforded by its not-for-profit status. CLTR is now seeking a Director of Operations to provide strategic leadership and operational oversight.

This will be a crucial and pivotal role as CLTR continues to grow and develop, providing strategic leadership and operational excellence to support our mission of transforming global resilience to extreme risks. This is a senior and wide-ranging role, overseeing the core functions that enable our growing team to deliver high-impact, policy-relevant work at pace and scale.

Working closely with the CEO, Director of Strategic Partnerships and the wider leadership team, the Director of Operations will lead on shaping and executing the operational strategy of the organisation, ensuring our systems, structures, and culture are optimised to support both current needs and future ambitions. You will hold end-to-end responsibility for CLTR's operational effectiveness and will act as a key strategic partner in organisational planning, risk management, and resource allocation.

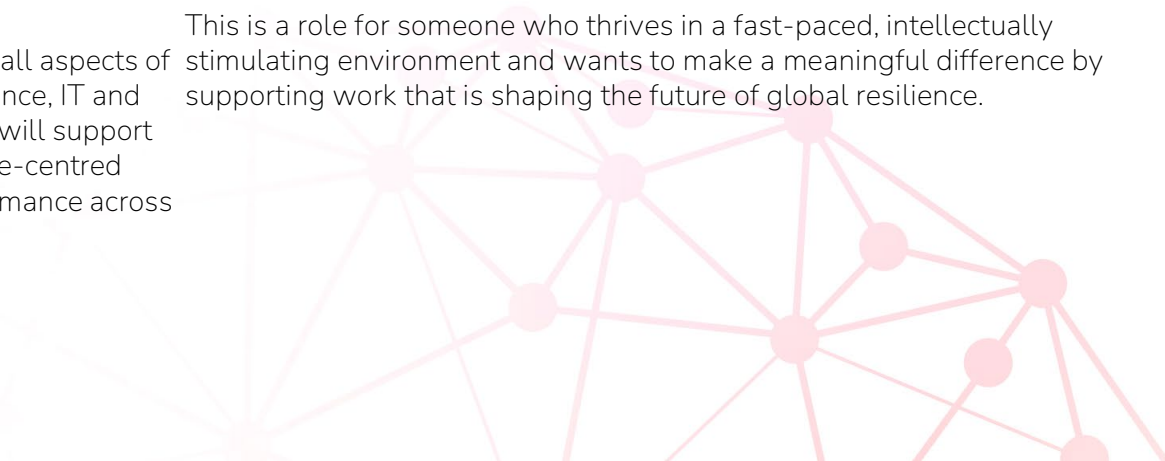
Leading a highly capable operations team, you will oversee all aspects of internal operations, including finance, HR, legal and compliance, IT and systems infrastructure, and organisational governance. You will support the development and delivery of efficient, robust, and people-centred processes that reflect CLTR's values and enable high performance across the organisation.

This is a rare opportunity to help steer a mission-driven and fast-growing organisation that works at the highest levels of government and public policy. The Director of Operations will play a central role in enabling CLTR's team of experts to focus on what they do best: producing world-class, evidence-based recommendations to help decision-makers navigate some of the most complex challenges of our time.

As part of the senior leadership team, the Director of Operations will also play a crucial role in the organisation's long-term strategy, culture, and success. You will help ensure that CLTR remains a supportive, inclusive, and high-functioning workplace as we continue to grow, and you will bring your insight and expertise to leadership discussions on organisational development and future direction.

We are looking for an experienced and values-driven leader with a strong operational background, a systems-thinking mindset, and a genuine commitment to our mission. You will be equally comfortable shaping high-level strategy and diving into detail when needed, and you will bring a collaborative and proactive approach to leadership.

This is a role for someone who thrives in a fast-paced, intellectually stimulating environment and wants to make a meaningful difference by supporting work that is shaping the future of global resilience.







# Key Responsibilities

## 1. Strategic Advice and Leadership (approx. 10% of role)

- Serve as a key member of the senior leadership team, providing operational input to organisational strategy.
- Build partnerships with other senior leaders to align operations with their organisational goals.
- Support board relations, including assistance with preparation of operational updates and materials for board meetings.
- Lead crisis management (i.e. business continuity) planning and response.

## 2. Owning and driving our regulatory, financial and legal compliance work (30% of the role)

- Ensure organisational compliance across key areas:
  - Regulatory requirements for policy engagement (especially in the UK, US, and EU)
  - Approve key financial documentation and submissions
  - Ensuring compliance with employment laws and regulations across jurisdictions (currently we have employees based in the UK and Sweden, along with international contractors)
  - Compliance with charity law
  - Tax
  - Cybersecurity requirements and certifications.
- Oversee the commissioning of legal advice where needed, and make action-oriented strategic recommendations to the CEO and Director (and wider Board where needed)
- Support organisational risk management and mitigation strategies, including owning and maintaining CLTR's risk register.

- Oversee the maintenance and development of internal staff policies and procedures.
- Provide support to designated Health and Safety Officer and Data Protection Officer, as needed.
- In the absence of a dedicated HR function, the Director of Operations will be accountable for:
  - Commissioning additional HR advice, as needed
  - Overseeing compensation structure, benefits administration, and equitable pay practices
  - Overseeing HR strategy and policies, and their application
  - Overseeing (and sometimes managing) the full employee lifecycle from recruitment through offboarding and including performance management processes
  - Immigration and visa/sponsored worker management
  - Contributing to employee wellbeing and professional development initiatives





# Key Responsibilities ctd.

## 3. Operations Team Leadership and Delivery (approx. 30% of role)

- Provide strategic direction to the operations team, which may include line management of operations team members.
- Hold ultimate accountability for setting performance expectations, deliverables and quality standards for the operations team.
- Foster a positive team culture and effective working environment.
- Accountability for appropriate capacity planning and workload distribution, including decisions on engaging and efficient use of operational contractors.
- Guide process improvement initiatives and lead change management processes to support organisational growth and development.
- Hold ultimate accountability for the following areas, which are executed by the wider operations team:
  - Executive and administrative support
  - Document management and communication
  - Project and team support
  - Research assistance

## 4. Fundraising and Financial Oversight (approx. 20% of role)

- Ensure the Senior Management Team and the fundraising team have the tools and information they need to make informed decisions about team expansion, and provide strategic guidance on the efficient development of these tools.
- Ensure alignment between operations and fundraising functions.
- Oversee due diligence protocols (including use of our Altrata system).
- Approve grant tracking methodology.
- Be accountable for the organisation's budget development and

forecasting processes.

- Maintain oversight of financial processes and controls:
- Oversee payroll processes and compensation structures.
- Provide strategic guidance on financial resource allocation.

## 5. Systems & Infrastructure Management (approx. 10% of role)

- Manage key external partnerships and vendor relationships relating to operations.
- Be accountable for hiring processes for operations roles and contractor selection, as needed (and for the management of contractors employment agreements).
- Oversee organisational knowledge management systems and practices.
- Ensure business continuity planning.
- Set strategic direction for organisational systems.
- Guide the selection and implementation of key platforms and security protocols.
- Oversee facilities management strategy, including office space agreements and renewals.
- Review operational reporting and dashboard development.
- Ensure effective management of website and digital infrastructure.



# Person Specification

## Strategic Ability

- Demonstrated strategic thinking with the ability to align operational systems to wider organisational objectives.
- Exceptional judgement and foresight, able to identify and address long-term operational risks and opportunities.
- Ability to translate complex operational matters into actionable, strategic advice for senior leadership, including the CEO and Board.
- Comfortable shaping and contributing to organisational planning and cross-cutting strategic initiatives.
- High personal agency, self-direction and decisiveness — proactive in anticipating challenges and driving solutions.

## Operational Experience

- Proven experience in a senior operational leadership role (such as Director of Operations or COO), ideally within a mission-driven, agile organisation of similar size and complexity.
- Strong track record overseeing core organisational functions — including finance, HR, legal, governance, risk, and IT — and ensuring compliance with regulatory and policy frameworks.
- Experience leading, managing and developing high-performing operations teams.
- Skilled in designing, refining and embedding operational processes and systems that support scalable, sustainable growth.
- Familiarity with governance structures and board reporting, ideally including experience of working in a charity or non-profit environment.

## Skills & Personal Qualities

- Exceptional attention to detail coupled with an ability to see the bigger picture.
- Excellent written and verbal communication skills, with the ability to produce high-quality documentation and represent the organisation credibly at all levels.
- Outstanding organisational and prioritisation skills, with the ability to manage multiple deadlines and workstreams.
- Strong interpersonal skills, with the ability to work collaboratively and build trust across a wide range of stakeholders.
- A natural leader and team-builder, capable of fostering a supportive, inclusive, and high-performance culture.
- Calm and composed under pressure, with a pragmatic and solution-oriented approach to challenges.
- High levels of integrity, professionalism, and discretion, particularly in handling sensitive information.
- Comfortable giving and receiving feedback constructively, with a mindset oriented toward continuous improvement.
- Deep alignment with CLTR's mission to improve global resilience to extreme risks, and a genuine commitment to its values of integrity, people first, and real-world impact.





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# Terms of Appointment

## Location and Travel Requirements

The successful candidate will be expected to attend our central London office in Westminster at least three times a week. Other team members work one to four days weekly in the London office.

## Salary and Benefits

c.£90,000, depending on experience.

In addition to your salary, CLTR offers a generous benefits package which includes:

- 30 days annual leave, plus public holidays
- £3,000 annual learning and development budget, plus up to five days paid work time
- £2,000 onboarding grant for equipment and supplies
- £5,000 (before tax) annual wellbeing budget, for you to spend at your discretion on items such as gym membership, therapy, meditation, etc
- A pension contribution scheme

(up to 7% employer-matched contribution);

- Private health insurance
- Group life insurance
- Generous parental leave benefits
- Paid office lunches every Monday and one other day in the week

Working with CLTR also comes with a commitment to caring deeply about your well-being, career development, and overall experience with our team. We also respect your preferred working patterns, including flexible working hours as agreed with line managers, wherever possible. We are able to sponsor visas for exceptional candidates for this role.

## Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.







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# How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to CLTR on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **OBUBA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Friday 23<sup>rd</sup> May**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



# Saxton Bampfylde

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