

Chief of Staff – Job Description (Q1 2026)

Location: London / Hybrid (>3 days in our Bermondsey office)

Type: Full-time

Reports to: CEO

Salient Bio is a microbiome diagnostics company unlocking the power of microbiome sequencing to transform how chronic conditions are found, understood and managed. Having built a strong scientific foundation and completed early validation for the world's first diagnostic test using the human microbiome, we're now entering our next phase: commercialising our diagnostics machine learning platform and scaling our operations.

We're looking for a **Chief of Staff** to work closely with our founders and leadership team — bringing structure, clarity, and momentum to a fast-moving business.

The Role

This is a broad, high-impact position at the centre of the company. You'll act as a strategic partner and operational driver, helping Salient translate its scientific and commercial ambitions into clear plans and measurable outcomes.

You'll bring discipline, build alignment across teams, streamline decision-making, and ensure that priorities turn into delivery. The ideal candidate is equally comfortable thinking strategically and rolling up their sleeves to make things happen.

Why Join Salient Bio

- Shape the growth of a pioneering microbiome diagnostics company
- Work directly with founders and a mission-driven leadership team
- Blend strategic influence with hands-on impact
- Be part of a collaborative, curious, and ambitious culture

Key Responsibilities

- Support founders with key strategic decisions and priorities, acting as first port of call
- Support with executing strategy, setting OKRs and tracking progress against priorities
- Coordinate planning, communication, and execution across multi-disciplinary teams
- Lead or support cross-functional projects (e.g. GTM strategies, international expansion)
- Provide structure and project management to new initiatives
- Establish clear operating rhythms — meetings, reporting, and internal communications
- Partner with managers on people processes, goal-setting, and feedback
- Prepare materials for leadership, board, and investor meetings
- Roll sleeves up and get stuck in!

About You

- 3-5 years' experience in strategy, operations, or Chief of Staff-type roles (consulting, biotech, or start-up background preferred)
- Highly organised, analytical, and pragmatic — able to context-switch from high-level strategy to day-to-day detail and get your hands dirty
- An agile operator, willing to expand your remit to deliver on business priorities
- A strong collaborator
- Emotionally intelligent and discreet — skilled at influencing without formal authority
- Excited by science, healthcare, and building something that matters
- Experience of microbiology, go-to-market, global sales expansion, and working within UK/US healthcare systems a plus
- Flexible and willing to fit in however needed to keep the wheels rolling!