



Chair of Board of Trustees | Job Pack

Sundial Centre for Education on Harmful Practices



Welcome!

Dear Candidate,

Thank you for your interest in becoming the next Chair of the Board of Trustees at Sundial Centre for Education on Harmful Practices.

Sundial is now ten years old. Over the past decade, we have grown from our beginnings as Oxford Against Cutting into a dynamic, rights-based charity working to end harmful practices and abuse affecting girls and women with growing impact and reach. 2025 marked an important milestone as we launched our new name, brand, and website to reflect both our evolution and our purpose.

Like a sundial guiding light through shadow, our work is about bringing visibility, understanding and change to issues that are too often hidden. We deliver specialist education to schools, professionals and communities; provide technical expertise to frontline services; share accessible information with victim-survivors; conduct research with practical value; and empower young people to challenge harmful practices through the arts. Last year alone, our work reached thousands of participants across multiple regions and languages, which is a testament to the need for our work, and our impact.

As we enter our second decade, we are seeking a Chair who can help guide Sundial through its next phase of strategic development.

The Chair plays a pivotal role in shaping our direction while upholding our values. This is a vital governance role focused on strategy, accountability, and long-term sustainability. You will lead the Board in guiding our mission and strategic priorities forward; ensure robust governance, financial oversight and compliance; and foster a positive, inclusive Board culture that enables collective decision-making. You will act as a trusted partner and critical friend to our Chief Executive, offering both support and constructive challenge, and serve as an ambassador for Sundial alongside the CEO and the team.

We are looking for someone who brings senior leadership experience, sound judgement and integrity, and a genuine commitment to preventing harmful practices and supporting survivors. You will understand the distinction between governance and management, be confident chairing inclusive and effective meetings, and be able to navigate complexity with calm and clarity. Experience in governance, charity finance, partnerships or influencing would be welcome, as would networks relevant to our work. Above all, we are seeking someone who shares our values and believes in the power of education and community-led change.

Being Chair of a charity like Sundial is a significant responsibility. It requires time, thoughtfulness, and perseverance. It is also very rewarding. You will have the opportunity to work alongside and develop our passionate Board, and a dedicated, expert team whose work has a tangible impact on the lives of girls, women, and communities.

If you are motivated by social justice, collaborative leadership, and the opportunity to help steer a mission-driven organisation into its next chapter, we would be delighted to hear from you.

I hope this recruitment pack gives you a clear sense of who we are and what we are looking for. Thank you for considering joining us at this important moment in Sundial's journey.

With warm regards,

Miranda Dobson

Interim Chair of Trustees

About Sundial Centre for Education on Harmful Practices

Mission

Sundial is a rights-based charity dedicated to ending harmful practices and abuse issues suffered by girls and women living in the UK, primarily the Midlands and South of the UK.

These include female genital mutilation (FGM), 'honour'-based abuse (HBA), early and forced marriage (EFM), female cosmetic genital surgery and online harm.

Our mission is to end harmful practices and abuse affecting girls and women by:

- Providing education for schools, communities and professionals
- Supporting frontline domestic abuse services with technical expertise
- Supporting victim-survivors with information
- Empowering young people to champion initiatives against harmful practices through the arts
- Carrying out research with practical value

People from affected communities and young people are at the forefront of our activities.

Our history

Our charity began life in 2014 as Oxford Against Cutting (OAC), following an FGM awareness-raising film event organised by women's rights campaigners Kate Agha and Dr Kate Clayton-Hathway.

Following a launch event for the film that far exceeded their expectations for attendance, Kate Agha — now our Chief Executive — and Dr Kate Clayton-Hathway recognised the energy for change and the need for sustained education. Together they co-founded the organisation to work with and for women from affected communities and to educate young people.

OAC became a registered charity in 2015 and soon expanded beyond its original local and thematic focus. As our work grew to address a wider range of harmful practices and to operate across new regions, we evolved into the Sundial Centre for Education on Harmful Practices, reflecting the breadth and ambition of our mission today.

Our impact

We achieve impact by fostering awareness, providing education, and supporting communities to address and prevent harmful practices such as FGM, forced marriage, and domestic abuse. Through culturally sensitive workshops, training, and campaigns, Sundial empowers affected communities and professionals to tackle these issues effectively.

2025 Impact Snapshot

- **Educational Reach:** Delivered workshops and lessons to 4,404 participants, including 402 school staff, 88 primary students, and 2,236 secondary students.
- **Community Engagement:** Conducted 19 workshops for 177 attendees from diverse community groups, including Syrian Sisters and asylum seekers.
- **Web Cafes:** Hosted 10 Web Cafes, including 5 online workshops and in-person discussions in multiple languages, reaching diverse communities.
- **Migration Sector Initiatives:** Delivered 10 workshops to 95 people seeking asylum in Oxfordshire, covering topics like healthy relationships and harmful practices.

- **Safeguarding Training:** Provided FGM safeguarding training to over 140 delegates at the Small Boats Operational Command in Dover.
- **Awareness Campaign:** Sent postcards to 2,348 schools in Thames Valley and Birmingham, raising awareness of harmful practices and promoting helplines and free workshops

Together, these activities demonstrate Sundial's commitment to combining grassroots community engagement with professional training and awareness-raising to create meaningful, lasting change.

Role description

Role: Chair of the Board of Trustees

Remuneration: This is a voluntary, unpaid role. Reasonable expenses will be reimbursed.

Time commitment: Approximately 1–2 days per month on average (10–15 hours), with some flexibility and peaks around Board meetings and strategic planning.

Location: Flexible - proximity to Oxford, UK is desirable (with meetings held online and occasional in-person events, and one in person board meeting per year)

Purpose of the role

The Chair provides inclusive, values-led leadership to the Board of Trustees and holds the organisation to account for its mission, strategy, performance, and impact. The Chair ensures that Sundial is well governed, financially sound and legally compliant, and that the Board and Chief Executive work together effectively to achieve the charity's objectives.

The Chair acts as a critical friend to the Chief Executive, offering support and constructive challenge, and serves as an ambassador and public face of the organisation alongside the Chief Executive.

Key responsibilities

1. Strategic leadership and accountability

- Lead the Board in defining, safeguarding, and reviewing Sundial’s mission, values and strategic direction
- Ensure that the organisation delivers against its charitable objectives and strategic plan
- Ensure the Board holds the Chief Executive to account for organisational performance, impact and delivery
- Support the Board to identify and respond to strategic risks and opportunities, ensuring appropriate systems are in place to manage and mitigate risk.

2. Governance and compliance

- Ensure that Sundial complies with its governing document, charity law, safeguarding requirements and all other relevant legal and regulatory obligations
- Promote high standards of integrity, transparency, and accountability throughout the organisation
- Ensure robust financial oversight, including scrutiny accounts and reserves, and assurance of the charity’s financial sustainability
- Lead the Board in regularly reviewing governance arrangements, policies, and procedures to ensure they remain fit for purpose.

3. Board effectiveness and leadership

- Chair meetings of the Board effectively, ensuring balanced participation, clear decision-making, and collective responsibility
- Work with trustees to ensure the Board has the right balance of skills, experience and lived expertise, and lead trustee recruitment, induction and development.
- Foster a positive, inclusive, and respectful Board culture, addressing and resolving conflict if it arises
- Lead annual reviews of Board performance and support continuous improvement.

4. Relationship with the Chief Executive

- Develop and maintain a strong, trusting, and constructive working relationship with the Chief Executive
- Provide guidance, support, and appropriate challenge, while respecting the distinction between governance and management
- Lead the Chief Executive’s appraisal process, in consultation with other trustees, and support their professional development and wellbeing

- Act as a conduit between the Board and the Chief Executive, ensuring clear communication and shared understanding.

5. External relations and representation

- Act as an ambassador for Sundial and its mission, representing the organisation externally when appropriate
 - Support the development of relationships with key stakeholders, partners, funders and influencers
 - Where appropriate, act as a spokesperson for the organisation in partnership with the Chief Executive.
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Time commitment and activities

The Chair role is expected to include:

- Chairing quarterly Board meetings (1-2 hours per meeting, currently typically early evening, week night)
 - Preparing for and working with the Chief Executive on Board agendas and papers
 - Regular meetings with the Chief Executive (currently fortnightly)
 - An annual in-person Board meeting
 - Occasional attendance at Sundial events and meetings.
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Person specification

In addition to meeting the eligibility requirements of a charity trustee, the Chair will demonstrate:

Essential qualities and experience

- A strong commitment to Sundial's mission, including preventing harmful practices and supporting survivors
- Experience of senior leadership and strategic decision-making, ideally within the voluntary, public or related sectors
- A good understanding of charity governance, accountability and the respective roles of trustees and staff

- Experience of chairing meetings and enabling inclusive, effective discussion and decision-making
- Sound judgement, integrity and the confidence to provide both support and constructive challenge
- Strong interpersonal skills, including diplomacy, active listening, and the ability to build trust.

Desirable skills and experience

- Experience of safeguarding, survivor-centred or trauma-informed organisations
 - Financial acumen and an understanding of charity finance and risk
 - Experience of fundraising, partnerships, and/ or influencing
 - Strong networks relevant to Sundial's work.
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Term of office

The Chair is appointed for a term of three years and may be eligible for reappointment for one further term.

This role description is indicative and not exhaustive. The Chair may be required to undertake additional duties that are reasonably consistent with the role.

How to apply

Please send your CV and cover letter to chair@sundialcentre.org, using the subject line 'Chair of Trustees application' by 9am Monday 23rd March. Applications will be reviewed on a rolling basis so please apply at your earliest convenience.