

TRUSTEE

Role Description

Sundial Centre for Education on Harmful Practices

Remuneration	Voluntary and unpaid. Reasonable expenses reimbursed.
Time commitment	Approximately 1–2 days per month (8–12 hours), including quarterly Board meetings.
Location	Flexible. Meetings are held online, with one in-person Board meeting per year. Proximity to Oxford is helpful but not required.
Term	TBC

ABOUT SUNDIAL

Sundial Centre for Education on Harmful Practices is a rights-based charity dedicated to ending harmful practices and abuse affecting girls and women living in the UK, primarily in the Midlands and South of England.

Our work focuses on female genital mutilation (FGM), ‘honour’-based abuse (HBA), early and forced marriage (EFM), female cosmetic genital surgery and online harm. We believe in the personal integrity and dignity of the female body, and in the power of education and community-led change to protect it.

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. People from affected communities and young people are at the forefront of everything we do.

Sundial was founded in 2014 as Oxford Against Cutting and became a registered charity in 2015. In 2025, we launched our new name and brand, reflecting the breadth and ambition of our mission today.

The Role of the Board of Trustees

The Board of Trustees is the governing body of Sundial. Trustees are collectively responsible for the overall leadership, strategic direction, and long-term health of the organisation. They hold the charity in trust for public benefit, ensuring it operates in line with its charitable purposes and in compliance with all legal and regulatory requirements.

Trustees act as a group, sharing collective responsibility for all decisions made. The Board works in close partnership with the Chief Executive and staff team, providing strategic oversight and accountability while respecting the distinction between governance and day-to-day management.

Duties and Responsibilities

Strategic leadership

- Contribute actively to the Board's collective responsibility for setting Sundial's strategic direction, goals, and priorities.
- Help define, safeguard and regularly review Sundial's mission, values and long-term objectives.
- Support the Board to identify and respond to strategic risks and opportunities, and ensure appropriate systems are in place to manage them.
- Evaluate organisational performance against agreed goals and targets, holding the Chief Executive and staff team to account in a constructive and supportive way.

Governance and legal compliance

- Ensure that Sundial operates in accordance with its governing document, charity law, and all other relevant legislation and regulation, including safeguarding requirements.
- Ensure that the charity's resources are applied solely in pursuit of its charitable objectives.
- Uphold and promote high standards of integrity, transparency and accountability throughout the organisation.
- Participate in regular reviews of governance arrangements, policies and procedures to ensure they remain fit for purpose.

Financial oversight

- Contribute to robust financial oversight, including scrutiny of accounts, budgets, reserves and financial risks.
- Support the Board to ensure the long-term financial sustainability of Sundial.
- Ensure that the charity's assets are safeguarded and applied responsibly.

Board effectiveness

- Attend and actively contribute to quarterly Board meetings and any additional meetings or subcommittees as required.
- Prepare thoroughly for meetings by reading papers and raising questions in advance.
- Contribute to an inclusive, respectful and collaborative Board culture.
- Support the induction, development and effectiveness of the Board as a whole.
- Attend the annual in-person Board meeting and, where possible, Sundial events and activities.

Safeguarding the organisation

- Act always in the best interests of Sundial and the people it serves.
- Protect and promote Sundial's reputation and values.
- Declare any conflicts of interest promptly and manage them appropriately.

External relations

- Act as an ambassador for Sundial and its mission, representing the organisation positively in your own networks and communities.
- Support the development of relationships with key stakeholders, partners, funders and influencers where relevant.

Person Specification

All trustees must meet the legal eligibility requirements for charity trustees in England and Wales. In addition, we are looking for individuals who bring:

Essential qualities — all trustees

- A strong personal commitment to Sundial's mission, including preventing harmful practices and supporting survivors.
- Willingness to uphold Sundial's values of integrity, inclusion, respect and community-led change.
- Sound, independent judgement, strategic thinking and personal integrity.
- A clear understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- The ability to engage constructively in collective decision-making, offering both support and challenge.
- Reliability, commitment and the capacity to fulfil the expected time commitment.

Collective skills — the Board as a whole

Collectively, the Board aims to hold skills, knowledge and experience across the following areas. We welcome applications from candidates who bring expertise in one or more of these:

- Understanding of female genital mutilation, 'honour'-based abuse, forced marriage or related harmful practices, and the communities they affect.
- Financial management, accounting or charity finance.
- Fundraising, income generation or grant-making.
- Legal expertise, particularly in charity law, employment law or safeguarding.
- Human resources and people management.
- Strategic partnerships, stakeholder engagement or influencing.
- Communications, campaigns, or public affairs.
- Digital strategy, technology or data.
- Education, community engagement or the voluntary and community sector.
- Lived experience of the issues Sundial works on.

What to Expect

As a trustee, you can expect to:

- Attend quarterly Board meetings (approximately 1.52 hours each, currently held on weekday evenings).
- Attend one in-person Board meeting per year.
- Prepare for meetings by reading papers and Board materials in advance.
- Participate in occasional subcommittee or working group meetings as relevant.

- Attend Sundial events (such as public events, socials and volunteering for stalls) or represent the organisation in your networks where possible.
- Stay informed about key developments relevant to Sundial’s work and the wider sector.

Trustees who are unable to attend three consecutive Board meetings without good reason may be asked to step down from the Board, as set out in Sundial’s governing documents.

Our Values

Sundial’s work is guided by a commitment to the rights, dignity and safety of girls and women. We are a rights-based, survivor-centred and “with and for” community-led organisation. We value:

- Inclusion — centring the voices of affected communities and young people in all that we do.
- Integrity — acting with honesty, transparency and accountability at every level.
- Collaboration — working in genuine partnership with communities, professionals and peers.
- Education — believing in the transformative power of knowledge and awareness to create lasting change.

How to Apply

We welcome applications from people of all backgrounds. We are particularly keen to hear from candidates with lived experience of the issues Sundial works on, and from those who are underrepresented on charity boards, including people from Black, Asian and minoritised ethnic communities, disabled people with disabilities, and younger adults.

To apply, please send your CV and a covering letter to chair@sundialcentre.org, using the subject line ‘Trustee application’. Your covering letter should explain why you are interested in joining the Sundial Board and how your experience and skills relate to the person specification above.

If you have questions about the role or would like an informal conversation before applying, please contact us at the same address.

Further guidance on the role and responsibilities of charity trustees can be found on the UK government’s website at [gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved).