



TRUSTEE RECRUITMENT BROCHURE

Citizens Advice and Rights Fife



A better life for the people of Fife

Welcome to CARF

Citizens Advice and Rights Fife (CARF) is an independent charity that provides essential advice and support services across Fife. It delivers its services in partnership with [Citizens Advice Scotland](#) (CAS), Fife Council and other key stakeholders operating in the third sector landscape and beyond.

CARF is one of the largest charities in Fife, driven by a clear ambition to strengthen communities through accessible, high-quality advice services.

We are committed to building a Board that reflects the communities we serve and welcome people who share our values and want to make a difference. You don't need formal qualifications to join us—what matters is your commitment, perspective, and willingness to contribute. From time to time, we may seek specific skills and experience to ensure the Board remains well-rounded and effective.

As a Board member, you will play an important role in guiding the organisation, working within recognised principles of good governance and fulfilling the responsibilities of a charity trustee under Scottish law.



[Read our Business Plan 2023-2028 here.](#)

[Watch our values in action video.](#)

Our Purpose and the Difference We Make

CARF exists to empower people by providing free, independent and confidential advice when it matters most.

From financial hardship and benefits support to employment rights and family concerns, our work helps people feel informed, supported and in control.

In 2024/25 we achieved:



These numbers show the scale of our work – but the human stories behind them show the heart of our mission:

“

Jo has been absolutely fantastic helping my wife and I with debt advice and more importantly practical solutions.

There is no doubt in my mind **we would have lost our house** had it not been for Jo’s support. Even now she is still willing to help us, even though our debt payments have been completed.

Client Feedback”

Our latest Annual Report brings to life the impact of our work and the difference we make to people across Fife. We invite you to explore it to see what we achieve each year—and how you could help shape what comes next.

[Read our Annual Report 2024/25 here.](#)



As a Trustee, you will help shape CARF's strategic direction and ensure we continue to operate legally, ethically, and effectively.

Primary Responsibilities

- ✓ Uphold CARF's values, strategy, and long-term aims
- ✓ Ensure compliance with legal and regulatory frameworks
- ✓ Monitor risk and ensure it is effectively managed
- ✓ Oversee organisational performance and service quality
- ✓ Ensure CARF is properly resourced
- ✓ Work collectively and constructively with fellow Trustees

Key expectations

As a Board Member, you are expected to act at all times in the best interests of CARF, promoting and upholding our values while contributing constructively to the organisation's governance. This includes preparing for and attending Board and committee meetings, engaging openly in discussion, and accepting collective responsibility for decisions made by the Board.

You should maintain confidentiality, comply with our Code of Conduct, and participate in training and development to support your effectiveness in the role. Board Members are also expected to declare any conflicts of interest, represent CARF positively in the community and at events, while fostering strong, respectful working relationships with fellow Trustees, staff, and volunteers.



Duties

- ✓ Attend and contribute meaningfully to meetings
- ✓ Engage in constructive debate and decision-making
- ✓ Represent CARF positively at events and in the community
- ✓ Contribute effectively and constructively to discussions and decision making
- ✓ Support ongoing governance improvements
- ✓ Stay informed about relevant issues affecting the advice sector

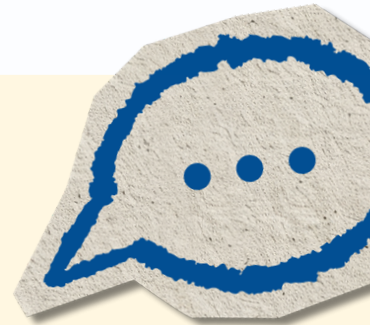
What CARF offers Board members

In return for your commitment to CARF, we offer:

- ✓ A welcome and introduction when you first join the governing body
- ✓ Clear guidance, information and advice on your responsibilities and on CARF's work
- ✓ Training and personal development opportunities
- ✓ Papers which are clearly written and presented, and circulated in advance of meetings
- ✓ The chance to use your skills for meaningful community impact
- ✓ The opportunity to develop your own knowledge, experience and personal skills
- ✓ The chance to network with others who have shared commitment and ideals
- ✓ Reimbursement of approved Board expenses

Lets talk

If you'd like to explore the role further, you can contact our Business Support Officer at **David.Moor@carfonline.org.uk**. He will gladly arrange a discussion with our CEO, David Redpath, who can talk through the role in more depth.



Apply

To apply for this position, please complete our online application form and we will be in touch.

[Start your application here](#)



Board Calendar of Key Activities

Please note that this timeline reflects our typical pattern of Board activity, but it may be subject to change in response to organisational needs or evolving circumstances.

