**WRITTEN STATEMENT – CITIZENS ADVICE SCOTLAND**

In order for your application to be processed we ask that you refer to the job description and person specification and provide a **written statement that addresses how you meet the requirements of the role.** Your statement should specifically address the following essential criteria:

1. Skills to regularly produce writing that communicates complex information clearly, accurately and accessibly for both a specialist and generalist audience.
2. Strong analytical skills – the ability to research, assimilate and organise complex information, including primary and secondary legislation, quickly and effectively.
3. Proven capacity to work with accuracy and attention to detail under the pressure of deadlines.
4. Ability to demonstrate a good knowledge of Scottish parliamentary processes and a good understanding of the devolved areas of Scottish law.
5. Ability to work on own initiative, organising and prioritising workload to meet agreed targets.
6. Ability to work as part of a team, contributing to the overall strategic goals of the section.
7. Flexibility to be willing and able to take on a range of tasks shared across the team.
8. Ability to use standard software packages such as Word, Excel, Outlook, Google applications and willingness to learn new IT skills, including content management systems for web publishing.