**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 giving at least one example which demonstrates how you meet the requirement. You should give a description of the situation and the context, what skills and knowledge you deployed, your personal contribution and a summary of the outcome:

1. Experience in planning and executing campaigns with demonstrable deliverables.
2. Experience of developing guidance and resources to support campaign activity.
3. Excellent verbal communication skills including ability to present confidently to a variety of internal and external stakeholders.
4. Planning and organising skills including prioritisation to meet deadlines and flexibility to cope with changing priorities.
5. Experience of building and maintaining constructive relationships with a range of stakeholders.