

ADVERTISING OPPORTUNITIES

for vacancies in the residential
property management sector



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BACKGROUND TO THE IRPM

The IRPM was launched by the Association of Residential Managing Agents (ARMA) in early 2002 as a means of delivering a portable professional qualification in residential property management, available to anyone working in the sector, and one which would be accepted by all those operating within it. The Association of Retirement Housing Managers (ARHM) became a sponsor in July 2002 and the Property Managers Association Scotland (PMAS) joined as a sponsor in November 2002.

The Institute's aim is to meet the following objectives:

- An independent accreditation as to their professional skills
- A clear career development path
- Improved employment opportunities
- Networking with fellow professionals
- Information on events and seminars (the majority at discounted rates)
- Opportunities for Continuing Professional Development (CPD)

The Institute is also:-

- Seeking to recruit new entrants to the sector
- Working to further raise the standards in property management
- Promoting the professionalism of its members generally

There are four grades of membership – Fellow (FIRPM) - Member (MIRPM) - Associate (AIRPM) and Affiliate (student, no designation). Membership grades are subject to a combination of experience and qualification, either by passing the Institute's examinations or meeting its alternative qualifications; for further information please visit the Criteria for grades of membership page on the website.

CAREERS & RECRUITMENT

Recruitment advertisements can be placed on this page on the IRPM website, with email alerts sent to members as soon as they are uploaded. By advertising on this site your vacancy will target over 1100 potential candidates currently active and qualifying in this sector.

IRPM members seeking fresh opportunities can also advertise on this page by posting their CV (via the IRPM Secretariat), anonymously and free of charge for prospective employers to review..

RATES

Each advertisement will run for four weeks (28 days)

In order to establish this facility in the market place the IRPM is pleased to offer recruitment advertisements free of charge for the stipulated four weeks, and feed back would be much appreciated from all advertisers as to the number and nature of the responses received. In due course the rates will be:-

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|------------------------------------|------|
| Members of IRPM, ARHM, ARMA, PMAS: | £200 |
| Property Management firms: | £250 |
| Recruitment Agencies: | £500 |

VAT is not applicable.



PROPERTY MANAGERS
ASSOCIATION
SCOTLAND LIMITED

The Institute of Residential Property Management Limited
Company limited by Guarantee Registered in England No. 6207464
at the above address

INVOICING

Invoices will be issued on receipt of the order and must be paid in full before the advertisement is uploaded. Payment is accepted in the form of cheques made payable to 'IRPM' or by BACS. All advertising-related correspondence should be addressed to IRPM at the above address. Advertisers will be notified by email that their advertisement has been uploaded and will be able to view it on the website. **N.B. Until further notice Situations Vacant advertisements are free of charge.**

FORMAT & PRODUCTION

The listing, on the Recruitment page of the website, will carry the name of the firm / a brief description of the vacancy / the town where the vacancy is based. Further information is accessible by clicking on the company name to view / download the details in Portable Document Format (.pdf). The document should be a single A4 sheet and emailed to the IRPM at the above address with the order.

TERMS & CONDITIONS OF ADVERTISING

Advertising is open to firms with personnel vacancies in the long leasehold residential property management sector. The IRPM reserves the right to judge which companies / products / services are appropriate for publicising on the recruitment page of its website.

1. The most recent advertisement will be placed at the top of the list
2. The Institute is not responsible for any errors occurring in advertisements which have been provided in Portable Document Format.
3. Sole responsibility for the truthfulness and accuracy of any claims made in an advertisement rests with the advertiser. The IRPM accepts no liability whatsoever for misleading statements.
4. Advertisers must not imply any association with or endorsement by IRPM in their copy or visuals and acceptance of advertising in no way implies the Institute's endorsement of any company / product / service being publicised.
5. Submission of advertising will be taken as confirmation of order and acceptance of terms and conditions.

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