



**Comhairle Contae
Dhún na nGall**

Donegal County Council

**Temporary Beach Lifeguard
Summer Bathing Season
June to September, 2021**

Information for Candidates

March 2021

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Beach Lifeguard for the Summer Bathing Season 2021 (June to September, 2021).

Note: Positions on Bundoran & Rosstown beaches begin full time from the 1st of June; posts on all other beaches begin at weekends only from June 5th and subsequently operate on a full time basis from July 1st.

It is proposed to form a panel of qualified candidates from which any vacancies which arise will be filled during the lifetime of the panel.

The successful candidate shall report to the Beach Lifeguard Supervisor and Coastal Officer or other appropriate person in the Water and Environment Directorate as determined by the Council from time to time.

2. Duties

The duties of the post will include but are not limited to the following non-exhaustive list:

- Beach lifeguards will be responsible for the performance of their duties and will work under the immediate supervision of the Beach Lifeguard Supervisor who, in turn, reports to the Coastal Officer.
- Beach Lifeguards shall read, be familiar with and adhere to the Safety Statement for Beach Lifeguards; participate in induction training and cooperate with other safety training provided by the Council as required. Any issues of health and safety concern or general details regarding their duties shall be referred to the Beach Lifeguard Supervisor or the Coastal Officer. The procedure for reporting issues of concern is set out in the Safety Statement.

(a) The Beach

- All equipment must be checked daily (each morning) to see that it is in working order and ready for use. Any defects noted should be reported immediately. To inspect all lifesaving and first aid equipment on arrival for duty to ensure that adequate stocks are available and in good working order.

- Indication flags should be placed in prominent positions. The following flag system is to be used:
 - Red flag signifies that bathing is considered temporarily unsafe.
 - Red over yellow flag signifies that bathing between any two such flags is under supervision of Beach Lifeguard.
 - No flag is flown if there is no Beach Lifeguard on duty.
 - To ensure that from the start of the duty period that the appropriate flags are flown and are changed or re-located as necessary during the day.
 - To ensure at the conclusion of the duty period each evening that all flags are removed and that all equipment is checked and securely stored in the appropriate place.
- To ensure that except for emergency assistance or official business, no one other than lifeguard personnel is permitted in the lifeguard station.

(b) Bathers

- Beach Lifeguards must always be courteous to bathers and give them the necessary information regarding state of tides, currents and parts of strand which are not safe for bathing.
- To provide emergency rescue service in the case of accidents.
- Going immediately to the assistance of persons in difficulties in the water and rendering to such persons the necessary attention; To render first aid when possible.
- Where bathers are about to enter water at a point which is considered dangerous owing to currents, shifting sands etc., they should immediately warn them and give them reasons. Practice a philosophy of prevention over reaction in carrying out the service.
- If the bathers are acting in an indecent manner, the Beachguard should bring this fact to the notice of the Garda Síochána at the earliest opportunity.

(c) Other Duties for Consideration

- Except when the beach is empty, the Beach Lifeguard should be on beach patrol or on look-out outside the hut. The Beach Lifeguard should never be inside the hut except when relieved for meals etc. or when they are certain there is nobody on the beach. They should not allow their concentration to be diverted in conversations with the public, mobile phone use, or in reading. The primary duty of the Beach Lifeguard is to prevent accident situations from developing. The rescue tube should be strategically placed so that it may be used at a moment's notice. Special vigilance is required where there are rocks or an outflow of a river, as there are likely to be undertows or currents.
- Where Beach Lifeguards have to leave to partake of meals, arrangements should be made that one Beach Lifeguard will be on duty during the other's absence for such purpose and to patrol his/her area in addition to his/her own.
- Where two or more Beach Lifeguards are on duty on a particular beach –
 - One Beach Lifeguard shall remain at a vantage point from which a full view of the beach can be had and remain on a constant lookout,
 - The other Beach Lifeguard shall maintain a patrol of the beach and in such a manner that any given point along the beach is visited at least once in every 15 minutes.
 - Brief reports should be exchanged when they meet but lifeguards should never be seen to congregate together or with other groups.
- To provide constant observation and supervision of activities at public bathing places in order to prevent drowning accidents.
- To inspect the patrol area and, where possible, to remove any dangerous or offensive items. If the lifeguard cannot deal with the matter he/she should immediately report to his/her supervisor.
- To ensure that the lifeguard station is kept clean and tidy and in a state of readiness for emergencies.

- The Beach Lifeguards shall monitor the condition of the toilets and notify the Lifeguard Supervisor in the case of serious uncleanliness or damage.
- Conduct daily inspections of the ringbuoys in their patrol zone – and within reach beyond - and record same on their App provided. Lifeguards shall arrange weekly inspections (as a minimum) of all other ringbuoys on their beaches on the App with support from the Lifeguard Supervisor.
- Beach Lifeguards may be required to assist in conducting aquatic events and water safety programs.
- Beach Lifeguards shall carry out all appropriate duties as laid down in the Irish Water Safety Lifeguard Handbook.
- Beach Lifeguards should enter on the log book, times of commencing and ceasing duty and log same with the Coastguard each day.
- Beach Lifeguards should make a note of any accident/incident such as rescues, etc, and record same on the App supplied. The general Log Book of daily events should also be maintained and available at all times for inspection by any duly authorised member of the County Council’s staff.
- The daily Log Book should also record:
 - The names and attendance times of all guards on duty.
 - The general weather and tidal conditions.
 - What flags were flown and when they were changed during the day.
 - Duties undertaken such as clearing of beach access, reporting of bin/toilet service, flags missing, First Aid administered, etc.
 - Any information which may assist the Authorities in improving the service or support any future enquiry of daily events which could arise.
 - The Log Book must be completed and maintained in a professional manner as it may be used as evidence at a later enquiry.
- The Senior Beach Lifeguard at each location will, in addition to carrying out all of the duties, etc., of Beach Lifeguard (including taking full part in any roster arrangements), be responsible for ensuring that the Beach Lifeguards at his/ her location comply fully with the terms of the duties, responsibilities and general regulations of the post.
- Assist with the Water Quality Section, Environment Department, at various times over the summer season notifying the public of changes in bathing water quality, as necessary.

- To complete all appropriate rescue and first aid forms.
- To ensure beach access is clear of sand/litter/obstacles at all times.
- To ensure that all beach promotional services are fit for purpose (information boards, safety signage, Blue Flags, public seating, etc) and notify the Lifeguard Supervisor if issues arise.
- Put out waste/recycling receptacles (as necessary) each day, monitor/empty bins (as necessary) and alert Lifeguard Supervisor (as necessary) if waste services are under strain. Beach Lifeguards shall also ensure litter is collected from their beach, its car park(s) and general environs.

3. Qualifications and requirements of the post

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Beach Lifeguard shall be as set out below:

(a) Age

Donegal County Council welcomes applications from candidates. Candidates must be aged 17 years or above on or before 30 April 2021 for the Summer Bathing Season 2021.

It is the Council's intention, in line with other Local Authorities, to implement the recent recommendation of the LGMA regarding the minimum recruitment age of 18 years for Beach Lifeguards for the Summer Bathing Season 2022. This would be applied on the basis that the applicant must be aged 18 years at least thirty days in advance of the commencement date.

(b) Character

Candidates shall be of good character.

Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting Process.

Candidates are required to fully complete and return the NVB1 Garda Vetting Invitation Form with their application. For candidates who are under the age of 18, in addition to the NVB1 Form, a completed NVB3 Form should also be submitted by Parent/Guardian. Please contact the Human Resources section if the NVB3 form is required.

(c) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates will be required to complete a Health Self Declaration form prior to any appointment to the position of Beach Lifeguard.

Each candidate should be able to swim with endurance and proficiency at a level necessary to perform assigned duties.

Applicants will be required to pass a Pool Test prior to being appointed (*see (d)(ii) below*).

(d) Education, Experience

On the latest date for receipt of completed application forms, candidates shall:

(i) Beach Lifeguard Award

(a) No candidate will be offered a Beach Lifeguard post until a valid Beach Lifeguard Certificate has been received by the Council.

[Water Safety Ireland Beach Lifeguard or Royal Lifesaving Society (Ireland) or equivalent accepted.]

(b) Certificates must be valid for the entire period of employment.

(c) Delays in submitting the Certificate may result in a candidate not being offered a Beach Lifeguard post.

(d) Candidates who do not hold a current Beach Lifeguard Certificate, or whose Certificate has expired, must specify on the application form the date on which they are undertaking the Beach Lifeguard Course or are having their certificates revalidated.

(e) Beach Lifeguard Courses and Revalidations:

Donegal-based Beach Lifeguard courses and Revalidations are dependent on demand. Applicants are advised to check with the course provider. **Please text 085 1131114 for further details.**

Please note that Information on other Beach Lifeguard Courses and Revalidations can be found on the following websites:

□ www.watersafety.ie

www.lifeguardsireland.com/courses.htm

www.atlanticcoastlifeguards.com

(ii) Beach Lifeguard Pool Tests

All applicants must successfully complete the Beach Lifeguard Pool Test, carried out by Water Safety Ireland. The Donegal-based Beach Lifeguard tests are dependent on demand and Donegal County Council does **not** intend to hold any other pool tests this year other than that on March 28th. Applicants are advised to check with the test provider by texting 085 1131114 for further details.

- Candidates may complete the pool test in another local authority area, but the results must be submitted to this Council and verified by the Council before any job offer can be made.
- It is the responsibility of candidates to ensure they complete a valid pool test.

Subject to COVID-19 restrictions, the Pool Test will include the following elements:

(a) Water Practical

- 200-metre Freestyle (times under 4 minutes)
- 100-metre tow with can-buoy/Rescue Tube (timed under 4 minutes)
- 25-metre head up approach, release and 25 metre carry (Front Double)
- 25-metre head up approach, release and 25 metre carry (Rear Double)
- 20-metre approach, Surface Dive and Deep-water resuscitation
- Board Rescue- approach unconscious casualty, position on board (in deep water) and continue board rescue to end of pool

(b) Land Practical

- Demonstrate Basic Lift Support and Aftercare, Adult and Infant;

(c) Theory

- Basic Lift Support;
- First Aid;
- General Lifeguard Duties and Responsibilities.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Beach Lifeguard for the Summer Bathing Season 2021 (June to September 2021) from which it will fill any vacancy that may arise. Appointments will be made on both a part-time and full-time basis, as required.

Note: Positions on Bundoran & Rossnowlagh beaches begin full time from the 1st of June; posts on all other beaches begin at weekends only from June 5th and subsequently operate on a full time basis from July 1st.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current national weekly rate of pay per hour is as follows:

- Junior Beach Lifeguard - €14.17
- Senior Beach Lifeguard - €16.07

No other allowances are payable

(d) Base

The base for the post of beach lifeguard shall be determined by the Council and will depend on the particular beach to which the post holder is assigned. Donegal County Council reserves the right to assign any successful candidate to any area within the council, now or in the future, subject to reasonable notice.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

Actual hours/days of work will be specified by your Line Manager. The working pattern for part-time Lifeguards will be determined based on the requirements for particular beaches.

You shall be required to complete a weekly timesheet and submit same to the Beach Lifeguard Supervisor. The timesheet should note actual hours worked. All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Full-time Beach Lifeguards will be required to work a six-day week during the bathing season.

Your annual leave entitlement will be based on the hours you work for the duration of the said period, exclusive of Public Holidays, for which you will be reimbursed, at the end of your contract, subject to full attendance during the contract period in accordance with the Organisation of Working Time Act, 1997.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.

- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.

- The closing date for submission of completed applications is **12 Noon on, Monday 12 April 2021.**

- Applicants should submit the following prior to the closing date:
 - a. Fully completed and signed copy of the application form
 - b. Valid Beach Lifeguard Certificate
 - c. Other qualifications, if applicable

d. NVB1 – Garda Vetting Invitation Form and, if the applicant is under 18 years of age, a completed NVB3 form (please note vetting of candidates will only commence on acceptance of offer).

e. Completed appendices 1 and 2, signed by the relevant employer(s), if applicable.

Please Note if you were previously employed by Donegal County Council in the role of Beach Lifeguard you are not required to complete Appendices 1 & 2.

- Completed application form and accompanying certificates/forms should be returned to the Recruitment Section at the address below no later than 12 April 2021.

Donegal County Council
Human Resources Department
3 Rivers Centre
Lifford
Co. Donegal
F93 Y622

- The Council will return all original certificates, etc, once they have been checked.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review:

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

 Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

 Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie

H. Important Dates

Closing Date for receipt of application forms	12 th April 2021
Interviews	Week commencing April 19 th
Summer Bathing Season (2021) Bundoran and Rossnowlagh beaches only.	Commencing full time from June 1 st .
Summer Bathing Season (2021) all other beaches.	Commencing weekends only from June 5 th . Operating on a full time basis from July 1 st .
Summer Bathing Season Closes all beaches.	Sunday 26 th , September.