

Trinity Careers and Development Access Statement

Opening Times

Our opening hours are:

Monday to Friday

9 AM to 5 PM (closed for lunch from 1 – 2 PM)

We are open all year round including outside semester time and closed when the university is closed. To see general closure dates for the university, please see the academic year structure: <https://www.tcd.ie/calendar/academic-year-structure/>

Physical access to the building

We are located just off the main campus when you exit via Lincoln Place Gate at 7-9 South Leinster Street (two doors down from the National Gallery of Ireland).

A pedestrian exit from campus via Parsons Gate is accessed by stairs (note the gate has more restricted opening times than Lincoln Place Gate). Our offices are located on the 2nd Floor of the building.

For a video showing the route to the building see <https://www.instagram.com/reel/CZwrFEpAxl-/>.

For more on access to the building see the Disability Physical Access information <https://www.tcd.ie/disability/physical-access-information/building/7-9-leinster-st/>

The sign outside the building reads “Trinity College Dublin”. Outside of regular opening hours, such as weekends, a valid Trinity identity card is needed to open the main doors.

The ground floor reception is accessed by a short flight of steps with handrails. There is a platform lift beside the steps to assist visitors using wheelchairs, mobility aids, or who otherwise want ease of entry. If this lift is not working, please ring front desk security of the building on 01-896 4335.

There are two lifts on the ground floor past a wide automated door and a set of double doors with a low height opening control. Once you arrive on the 2nd floor, our reception and main meeting rooms are flat and accessible through two sets of double doors and to the left.

Parking

For those who need to park in marked disabled parking bays at our building please email careers@tcd.ie so this can be arranged in advance with security staff.

To park in marked disabled parking bays on the main Trinity campus click this link for more information: <https://www.tcd.ie/disability/physical-access-information/accessible-parking-info/>

Please note that there is no general visitor parking on campus. Public car parks in the vicinity of Trinity can be found at:

www.q-park.ie/en-gb/
<https://www.parkrite.ie/>

Visitor facilities

There is an enabled bathroom on the second floor.

There are several gender-neutral bathrooms in the building including on the landing of the second floor.

Visitors wishing to use a fully equipped Changing Place facility can do so on the main campus in the Arts Building: <https://www.tcd.ie/disability/physical-access-info.php>

Support for Deaf/Hard of Hearing Users

A portable induction loop is available in the Service to assist staff to engage with visitors to the Service who are Deaf / Hard of Hearing if requested. If you would like to request an Irish Sign Language (ISL) interpreter to attend a Careers Service group event you can do so when registering or by contacting us at careers@tcd.ie

Support for Service Dog users

Our facilities are fully accessible for visitors being assisted by a Service Dog.

Online / in-person activities

We offer activities and supports through in-person, online, and hybrid delivery. We consider what format is best suited to each activity, in terms of accessibility, practicality, and ensuring the best quality experience for the user.

Our 1-to-1 services are available through in-person and online appointments. Where possible, our events will have a virtual participation option and/or relevant learning resources will be made available online. Captioning is available for all our online events.

How to find out access information for our events

Our events are designed to ensure that the wide array of potential visitors can participate fully. Every effort is made to arrange events in the most accessible venue available.

Information on the physical accessibility of the venue and available supports for visitors will be included in event descriptions. Large events will include a dedicated quiet period and an advertised respite area for the ease of visitors with different sensory processing needs.

Neurodiverse visitors are encouraged to make any personal adjustments which will enable them to better engage with events and activities, e.g. using noise cancelling headphones.

How to request alternative formats or additional accommodations

Our learning resources are designed to be accessible, and useful, in multiple formats. If you would like an alternative format for one of our resources, such as an audio or large print version, please contact us at careers@tcd.ie

A range of assistance technologies are available to Trinity students to help you engage with available materials. Please visit here to learn more <https://www.tcd.ie/disability/services/assistive-tech/>

Our commitment to supporting equality, diversity, and inclusion (EDI) can be [viewed here](#).

If you would like to talk about any supports, concerns, or additional advice you need on a topic, our staff will be happy to discuss this with you. Additionally, if you would like to speak to someone about a specific EDI topic, you can contact us by email careers@tcd.ie or by text **087 054 8081** or by phone **01 896 1721 / 087 054 8081**