

## **Qwan Ki Do Volunteer Pack**

### **Organisation overview**

Qwan Ki Do is a community martial arts club and CASC organisation based in London. For the past 14 years, we have worked with people in our community by delivering martial arts training and positive development opportunities for children, young people, adults, and families.

Our club is built on the values of confidence, respect, discipline, resilience, wellbeing, and inclusion. Over the years, we have supported children from beginner level through to elite level, and some have gone on to compete in major international events, including European and World Championships, with some achieving first-place medal results. We are proud of the progress our members have made and the wider life skills that martial arts has helped them build.

We have also seen a growing need in our community for activities that support older people. Tai Chi is an important part of that work because it supports mental wellbeing, physical movement, balance, and social connection. We have already received interest in more activities for older adults, but we need additional support and funding to be able to reach more people.

Alongside our classes and community work, we want to improve our club's future by strengthening our fundraising, developing online systems, building our curriculum, and creating a booklet version of our programme.

We are now looking for volunteers with fundraising, project, communication, organisation, design, or digital skills to help us grow sustainably and increase our community impact.

### **Volunteer role**

#### **Volunteer Fundraising and Community Projects Lead**

Qwan Ki Do is looking for a volunteer to help us raise funds and develop community projects that support children, older people, and local families.

This is a great opportunity for someone who wants to be part of a positive and meaningful team and help a respected community club expand its impact.

The volunteer will support us by researching grants, trusts, sponsorship opportunities, and local funding sources. They will help turn ideas into clear project plans and support funding applications, letters, summaries, and budgets. They may also help with fundraising for equipment renewal, club decoration, events, children's self-defence awareness programmes, and Tai Chi sessions for older people.

This role is flexible and can suit someone who has just a few hours per week or someone who would like to take on a bigger project. We welcome people with experience in fundraising,

writing, research, community engagement, marketing, or project planning. You do not need to know everything already — what matters most is enthusiasm, reliability, and a genuine interest in helping the community.

By joining our team, you will help create opportunities that support children's confidence and development, help older people stay active and connected, and strengthen the club's role in the wider community. Your contribution will help turn ideas into real projects that make a lasting difference.

### **What you need to do**

The volunteer will help Qwan Ki Do grow by supporting fundraising and community development work that our coaching team does not have time to do alongside running classes.

### **Key responsibilities include:**

- Researching suitable grants, trusts, sponsorships, and funding opportunities.
- Helping prepare funding applications, project summaries, and letters of support.
- Supporting fundraising ideas for equipment renewal, club decoration, events, and community programmes.
- Helping develop projects for children, older people, and families.
- Supporting self-defence awareness, wellbeing, and Tai Chi initiatives.
- Helping build relationships with local businesses, supporters, and partners.
- Keeping track of deadlines, applications, contact lists, and project progress.
- Helping us create a stronger system for fundraising and future growth.

We are not looking for someone to do everything, but someone who can help move important projects forward and support us in building a stronger future.

### **Time commitment**

This role is flexible.

It could suit:

- Someone able to give 2–4 hours per week.
- Someone able to give 5–8 hours per week for a bigger project role.
- Someone who prefers project-based support for a specific fundraising or community project.

We are happy to discuss a structure that fits the volunteer's availability.

## **Skills and qualities**

### **Useful skills include:**

- Fundraising.
- Grant writing.
- Research.
- Organisation.
- Writing and communication.
- Marketing or sponsorship.
- Community engagement.
- Digital or project support.

### **Personal qualities that would suit this role:**

- Positive and reliable.
- Good at taking initiative.
- Interested in helping people.
- Comfortable working independently.
- Supportive of community development and inclusion.

## **Why this role matters**

This role will help Qwan Ki Do grow its impact in the community. For 14 years, we have supported people through martial arts, confidence-building, and positive activity, but the demand for more services keeps growing.

For children and young people, this means more opportunities to build confidence, discipline, self-belief, and self-defence skills. For older people, it means more access to activities such as Tai Chi that support mobility, wellbeing, and connection. For families and the wider community, it means a welcoming space where people can feel supported, included, and inspired.

The volunteer's work will also help us become stronger and more sustainable as a club. It will allow us to renew equipment, improve our space, develop better systems, and prepare for future growth. Most importantly, it will help us continue a proven track record of community service while expanding our reach to even more people who can benefit from what we offer.

Thank you for your interest in supporting Qwan Ki Do. We look forward to hearing from people who want to help us grow our impact in the community.

Qwan Ki Do Team

Irina Adam

Organisation Lead